

# **HLT35021 Certificate III in Dental Assisting HLT45021 Certificate IV in Dental Assisting**



## **COURSE GUIDE**

**2024**

Version 01

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### Modification History

Current Version	Amendment	New Version Date	Changes
1	Initial	24 January 2024	Susan Lawton

# Course Overview

## Dental Assisting (Nursing)

This qualification reflects the role of a caring dental health worker who provides an advanced level of assistance and support to a dentist, dental hygienist, dental prosthetist, dental therapist or oral health therapist, in a professional Dental Clinic environment. This service you provide, contributes to quality Dental services and the quality of oral health care, including the wellbeing of patients that you care for.

To achieve the HLT35021 Certificate III in Dental Assisting qualification, the student must have completed at least 300 hours of work as detailed in the Assessment Requirements of the units of competency along with 50 hours scenario in a clinical environment or 350 hours at the workplace, to ensure you are work ready. Dental Nursing Australia assists you with work experience placements and employment. You can then commence the Certificate IV in Dental Assisting which will require no further work experience requirements.

The training programme is all about enjoying your journey in training, achieving a Nationally Recognised Qualification while ensuring your family and lifestyle commitments can still be achieved. We are very committed to supporting parents and working students, through the educational journey with our flexibility of training hours, unique support and caring team.

Dental Nursing Australia has been a Registered Training provider and involved with Dental Training since 2010. Our students have achieved outstanding academic and practical results, thus obtaining some of the most elite positions in Dental Assisting in Australia. We sustain a very high retention rate with our programmes and achieve a high employment rate through our employment support system available to all our Graduates, who enjoy some of the highest wage returns in Dental Assisting.

Please remember you are very much part of our 150 plus Dental Student strong environment that we place through our training programmes each year across Western Australia. You have an open invitation to contact any Lecturers on our team, including the College Manager on 1300 855 503.

Communication is the secret to the great success of our programmes; please know you are welcome at all times to contact us.

### **Mothers and those employed.**

Generally, we provide one day face to face training and a second day of structured learning with an additional day for practical training catch ups and support.

For those that are already employed in the Dental Profession or are only able to attend one day or unable to attend. Employer Based Private Traineeship training is also available as a different option.

You are able to download your learning materials online: - modules, power points, videos and assessments. With additional face to face learning with your Lecturer (online with Teams), providing you opportunity to study from home, as well we have an Employer Based Private Traineeship arrangement where we will come to you at the Dental Practice to provide the Training, assessment and support.



## **HLT35021 Certificate III in Dental Assisting**

### **COURSE DESCRIPTION**

Students will learn the skills to be a professional dental/health worker, working directly with the public and the Dental Professional. The Dental Assistant provides hands on support for a Dentist, Dental Hygienist, or a Dental Therapist during Dental Care procedures. You can work in the suburbs with general Dentists, with specialist Dentists or Government with the School Dental service. Your role includes reassuring the patients, mixing dental materials, setting up for dental procedures, passing instruments, maintaining high standards of infection control and assisting with practice administration / reception in the dental sector.

Dental clinics are professional air-conditioned suites with no shift work or lifting of patients. Dental patients generally attend in good health and are only requiring their teeth to be either, filled, repaired, cleaned, whitened, crown, bridge or implant inserted.

### **PERTH BASED AND BUNBURY REGIONAL STUDENTS**



The course is conducted for 30 weeks with HLT35021 Certificate III for the first part of the year and then you move into the HLT45021 Certificate IV Dental Assisting for the final part of the year. HLT35021 Certificate III in Dental Assisting is a prerequisite for the HLT45021 Certificate IV in Dental Assisting. (Work experience will be required through breaks and/or at the end of training. Dental Nursing Australia will make every effort to assist students in finding work placements and employment as we have a strong connection with the Dental Profession

over many years. Training includes: Infection control, First Aid, WHS, Communication, specialist areas of Dentistry, Basic anatomy and physiology, Oral care (Tooth brushing, Diet), excursions into the dental profession, symposiums, guest speakers and practical in a dental clinical environment.

### **WHY CHOOSE THIS COURSE**

This course is ideal for students who enjoy caring for people and prefer practical hands-on training. Dental Nursing Australia is a multi-award-winning training organisation specialising in Dental and Health training, with our training facilities in both Perth and Bunbury as some of the best in Australia. This hands-on course is taught by our caring, fully qualified lecturing staff with dental industry experience, providing students with up-to-date training and techniques. Our strong support system includes employment, family, and learning support to help you achieve.

### **EXAMPLES OF EMPLOYMENT/CAREER OPPORTUNITIES:**

Dental Assistant (Nurse), Sterilization Nurse and Dental Receptionist.

## **PATHWAYS FROM THE QUALIFICATION**



The HLT35021 Certificate III in Dental Assisting course is a prerequisite for the HLT35021 Certificate IV in Dental Assisting. Some units completed in the Certificate III program will provide credit towards HLT45021 Certificate IV in Dental Assisting, there is no further work experience in the Certificate IV Dental Assisting.

**COST/FEE PAYMENT OPTIONS:** Payment plans available – Initial payment \$1000

<b>SITE</b>	<b>FEES Cert III</b>	<b>RESOURCE FEES</b>	<b>COURSE DURATION</b>	<b>RTO</b>	<b>W/E HOURS REQUIRED</b>
Belmont Bunbury	\$2,995	\$385 Modules Online, PPE Uniforms	30 weeks	DNA Kingston Training RTO 6811	To achieve this qualification, 300 hours of work experience. Assisted by our team

**Please note-** The HLT45021 Certificate IV in Dental Assisting provides further career options in Dentistry, higher remuneration and meets the minimum entrance requirements to University.

## **HLT45021 Certificate IV in Dental Assisting**



### **COURSE DESCRIPTION**

Students will learn the skills to be a caring and supportive Dental Assistant who provides a more advanced level of assistance directly to a Dentist, Dental Specialist, Dental Hygienist or Dental Therapist, which contributes to the quality of oral health care. Your role includes: reassuring the patients, mixing dental materials, preparing for procedures, Receptionist, passing instruments, maintaining high standards of infection control. Additional advanced skills are

attained in Orthodontics, Oral Surgery, Dental Health Education and certain practice management skills for the dental sector. This qualification allows for work anywhere in Australia.. Higher remuneration and a direct pathway to University.

### **GENERAL INFORMATION**

The Course is conducted over 17 weeks, 2 days a week, with no further work experience required.

### **WHY CHOOSE THIS COURSE**

This course is appropriate for students who enjoy working with people and looking for an interesting practical course that involves more advanced training and responsibility in caring and



managing people in the Dental Profession. Considering a career in Dental Assisting is an ideal choice with work and career opportunities in both the Government and Private sectors. Students are taught by caring, fully qualified lecturing staff. Dental Nursing Australia work closely with the dental profession ensuring students are informed with the latest science and technologies. Dental clinics are professional air-conditioned suites with no shift work or lifting of patients. Dental Patients generally attend in good health and are only requiring their teeth to be either, filled, repaired, cleaned, whitened, crown, bridge or an implant inserted.

**EXAMPLES OF EMPLOYMENT/CAREER OPPORTUNITIES:** Great diversity with Career options. Careers include Dental Assistant, Dental Nurse, Dental Health Educator, Practice Management Practice coordinator, Specialist Dental Assistant, Dental Sales Representative and Dental Receptionist. Employment in this sector is very strong, with the more advanced HLT45021 Certificate IV in Dental Assisting qualification, leading to greater pay rates and further promotion.

### **PATHWAYS FROM THE QUALIFICATION**

HLT45021 Certificate IV in Dental Assisting will meet the minimum entry requirements to University.

Our family, cultural, employment and support services for our students, are what make our courses so achievable and popular, surrounded by our caring team and excellent training facilities.

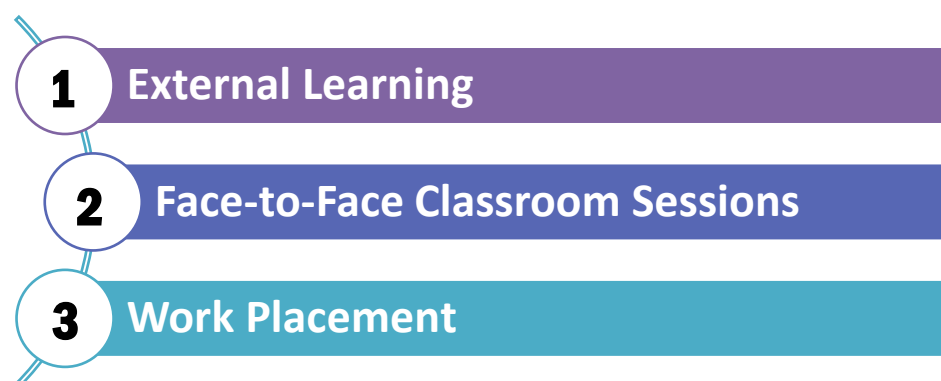
### **COST/FEE PAYMENT OPTIONS:**

<b>SITE</b>	<b>FEES</b>	<b>RESOURCE FEES</b>	<b>COURSE DURATION</b>	<b>RTO</b>	<b>W/E HOURS REQUIRED</b>
Belmont Bunbury	\$2,950*	\$380 Modules Online, PPE Uniforms	17 weeks	DNA Kingston Training RTO 6811	There are <u>no</u> work experience hours required.

\* Fee is reduced to \$1995 if student enrolls in both Cert III and Cert IV qualifications.



## Delivery Method



### 1: External Learning for all

Students have opportunity of external learning via:

- Printed or online access to Textbook – Modern Dental Assisting (MDA) (Second hand copies are available at the college)
- Reading documents and power points can be downloaded for home study
- Dental Nursing Australia Student Learner Guides and Unit Modules on line
- Assessments and fun practical Exercises with Power points
- Real time face to face sessions with your Lecturer online via Teams

### 2: Face-to-Face Classroom Session

Face-to-face learning is conducted 1 day per week with structured learning for the second day. This delivery has been designed to provide the learner with a greater understanding of the course content and greater support with LLN as required. We will provide additional hours or a day of training as required for those who need additional support. Face to face learning provides the fun hands-on practical skill enhancement for learners. Face-to-face delivery will also include scenario practical lessons in our simulated Dental Clinic environment, with the opportunity to have direct time with your Lecturer.

### 3: Work Placement

300 hours work placement requirements will be in accordance with the latest release of the *Health Training package*. Dental Nursing Australia provide total support with your placements and future employment. This includes a unique Work Placement Agreement with local and government clinics that we have achieved.

Students will be issued with a 'Work Experience Logbook'. Evidence can be gathered from commencement of study until program conclusion and/or all evidence has been gathered.

Days of the week Training face to face: **Bunbury:** Thursdays and Fridays, **Belmont:** Monday and Tuesday 9.00 a.m. to 4.00 p.m.

# Units of Competency

## HLT35021 Certificate III in Dental Assisting - Total number of units = 10

8 core units  
2 elective units

**50 hours of dental assisting work in a simulated environment**  
**300 hours of dental assisting work in a dental clinic workplace**

UNIT CODE	UNT TITLE	Core/ Elective
CHCCOM005	Communicate and work in health or community services	Core
CHCDIV001	Work with diverse people	Core
HLTDEN015	Prepare for and assist with oral health care procedures	Core
HLTDEN016	Assist with dental radiography	Core
HLTDEN017	Assist with administration in dental practice	Core
HLTINF001	Comply with infection prevention and control policies and procedures	Core
HLTINF002	Process reusable medical devices and equipment	Core
HLTWHS001	Participate in workplace health and safety	Core
<b>Electives</b>		
HLTAID011	Provide first aid	Elective
HLTSTE003	Sterilise loads	Elective

*Electives subject to change due to the Industry requirements*





# Units of Competency

## **CHCCOM005      Communicate and work in health or community services**

This unit describes the skills and knowledge required to communicate effectively with clients, colleagues, management and other industry providers.

This unit applies to a range of health and community service contexts where workers may communicate face-to-face, in writing or using digital media and work with limited responsibility under direct or indirect supervision.

## **CHCDIV001      Work with diverse people**

This unit describes the skills and knowledge required to work respectfully with people from diverse social and cultural groups and situations, including Aboriginal and/or Torres Strait Islander people.

This unit applies to all workers.

## **HLTDEN015      Prepare for and assist with dental 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 preparing necessary equipment, instruments and materials for oral health care procedures, and to assist the operator during the delivery of these procedures.

## **HLTDEN016 - Assist with dental radiography**

This unit of competency describes the skills and knowledge required for a dental assistant to prepare patients for dental radiography. It also describes the skills and knowledge to process and mount conventional dental radiographs.

This unit applies to dental assisting work.

- prepared for dental radiographic imaging procedures
- consistently applied safe work practices for dental radiography work including:
  - using protective equipment to minimise the risk of ionising radiations to self and patient
  - correctly handling and storing of radiographic films and receptors
- of digital images, including:
  - handling digital receptors carefully
  - attaching accurate, legible and complete records

## **HLTDEN017      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 patient and the organisation, recording and reconciling payments, and maintaining patient records.

This unit applies to dental assistants who assist with administration in dental practice.

- assisted with management of an appointment and recall system on 3 occasions including:
  - recording, labelling and filing forms
  - recording patient details and records
  - recording appointments
  - assessing the urgency of calls and prioritising appointments
  - responding to a range of requests for information
- recorded financial transactions in accordance with dental practice or organisation requirements including:
  - calculating fees
  - recording payments
- interacted effectively with patients from a range of different social and cultural backgrounds including:
  - showing empathy
  - dealing with conflict situations
  - asking for clarification from patient
  - using negotiation skills.

## **HLTINF001      Comply with infection prevention and control policies and procedures**

This unit describes the skills and knowledge required to follow organisational infection prevention and control procedures, including implementing standard and transmission-based precautions and responding to infection risks.

This unit applies to individuals working in health and direct client care contexts.

Along with the knowledge evidence required for this unit, the student must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the student has:

- followed established organisation infection prevention and control procedures
  - hand hygiene and care of hand
  - use of personal protective equipment
  - handling of waste
  - enforcing clean and contaminated zones
  - limitation of contamination
  - surface cleaning

## **HLTINF002      Process reusable medical devices and equipment**

This unit describes the skills and knowledge required to clean, sterilise and package reusable medical devices and equipment.

This unit applies to workers in office based health practice settings such as general practitioner (GP) surgeries, dental practices and other environments where a limited range of sterilisation equipment may be available. They follow established procedures and work under general supervision.

- followed organisation procedures, work processes, safe manual handling requirements and national standards for the reprocessing of reusable medical devices
- operated and monitored reprocessing equipment
- identified and responded to routine process and maintenance problems and variations

## **HLTWHS001 Participate in workplace health and safety**

This unit describes the skills and knowledge required for workers to participate in safe work practices to ensure their own health and safety, and that of others.

The unit applies to all workers who require knowledge of workplace health and safety (WHS) to carry out their own work, either under direct supervision or with some individual responsibility.

- contributed to a WHS meeting or inspection in workplace
- conducted a workplace risk assessment and recorded the results
- consistently applied workplace safety procedures in the day-to-day work activities required by the job role
- followed workplace procedures for reporting hazards
- followed workplace procedures for a simulated emergency situation.

## **HLTAID011 Provide First Aid**

This unit describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.

## **HLTSTE003 Sterilise loads**

This unit of competency describes the skills and knowledge required to follow correct procedures to select and operate sterilisation equipment, interpret steriliser function and parameters in the provision of sterilised reusable medical devices, appropriately load items for sterilisation, and to release sterilised items for distribution. This competency unit does not deal with ethylene oxide sterilisation.

This unit applies to individuals working under general supervision and within established procedures in a range of health service organisations, including hospitals and specialist sterilisation facilities.

## **HLT45021 Certificate IV in Dental Assisting - Total number of units = 8**

8 Units must be completed:

Entry to this qualification is open to individuals who have achieved:

- HLT31812 Certificate III in Dental Assisting or
- HLT35015 Certificate III in Dental Assisting or
- HLT35021 Certificate III in Dental Assisting or equivalent.

2 core units  
6 elective units

No work experience hours

### Core units

HLTWHS003	Maintain work health and safety	Core
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HLTSTE003	Sterilise loads	Core*
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### Electives

HLTDEN024	Implement an oral hygiene program for older people	Elective
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BSBMED301	Interpret and apply medical terminology appropriately *	Elective
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HLTDEN018	Implement an individualised oral hygiene program	Elective
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HLTAID011	Provide First Aid	Elective*
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HLTDEN025	Implement an oral health promotion program	Elective
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HLTWHS005	Conduct Manual Tasks Safely	Elective
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\* For Dental Nursing Australia, these units have been completed as part of the HLT35021 Certificate III in Dental Assisting

*Electives subject to change due to the Industry requirements*



For those that have completed the HLT35021 Certificate III in Dental Assisting with Dental Nursing Australia, they will only require to complete 6 units for the HLT45021 Certificate IV in Dental Assisting, as they would have already attained 2 of the units through the HLT35021

Certificate III in Dental Assisting. Therefore, fast track through the HLT45021 Certificate IV in Dental Assisting.

Time frames for course completions may vary for some students due to their own capabilities and work experience achievements. The program will allow for this with customized training plans and support for the individual.





# Units of Competency

## **BSBMED301 Interpret and apply medical terminology appropriately**

This unit describes the skills and knowledge required to understand and respond to instructions; to carry out routine tasks and communicate with a range of internal/external clients in a medical environment; as well as use appropriate medical terminology.

It applies to individuals who apply a broad range of competencies in various medical administration contexts. They may exercise discretion and judgment using appropriate knowledge to provide technical advice and support to a team.

## **HLTWHS003 - Maintain work health and safety**

This unit describes the skills and knowledge required to implement and monitor work health and safety (WHS) policies, procedures and work practices as part of a small work team.

This unit applies to workers who have a key role in maintaining WHS in an organisation, including duty of care for other workers.

- conducted a workplace risk assessment and recorded the results, including:
  - identification of hazards and potential hazards
  - risk assessment
  - strategies for minimising risk, and
- provided WHS information to at least two workers, including:
  - explanation of WHS policies and procedures
  - demonstration of safe housekeeping practices
  - correct use of personal protective equipment (PPE)
- consistently monitored safety procedures in the day-to-day work activities
- followed workplace procedures for a simulated emergency situation

## **HLTWHS005 Conduct manual tasks safely**

This unit describes the skills and knowledge required to recognise potentially hazardous manual tasks, and then to prepare for and complete those tasks in a safe manner.

This unit applies to all workers involved in manual handling tasks.

## **HLTDEN018 Implement an Individual Oral Health Program**

This unit of competency describes the performance outcomes, skills and knowledge required to implement an individualised oral hygiene program and promote oral health.

This unit applies to dental assistants and to other health care workers who are actively involved in promoting the general well-being of patients through promotion of healthy eating habits and good oral health.

## **HLTDEN024      Implement an oral hygiene program for older people**

This unit of competency describes the skills and knowledge required to promote oral health for older people.

This unit applies to dental assistants and to other health care workers who are actively involved in promoting the general well-being of older patients through the promotion of healthy eating habits and good oral health.

Role play in class:

- provided complete and appropriate information to older people and/or their carers including:
  - information regarding the prevention of oral diseases
  - advice and demonstration of oral hygiene techniques
- selected and prepared special aids for oral hygiene to assist 3 patients with limited dexterity
- implemented prevention programs to suit individual patient's oral health care needs.

## **HLTDEN025 - Implement an oral health promotion program**

This unit of competency describes the skills and knowledge required to provide an oral health promotion program.

This unit applies to dental assistants and to other health care workers who are actively involved in promoting general well-being through the promotion of healthy eating habits and good oral health.

Role play in class:

- developed a specific target group within the community, including:
  - identifying the target group and key concerns
  - developing specific promotion strategies and resources to reach the target group
  - integrating promotion with targeted National Health Priorities
- facilitated discussion in class for an oral health care including:
  - causes and prevention of oral diseases
  - dietary habits and the impact of healthy eating on oral health
  - behavioural change for improved oral health.

**We look forward to meeting you and commencing your journey and career in the Dental Profession.**



**Empower your dreams / make them happen**  
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