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## Course Information Brochure

### Certificate IV in Dental Assisting HLT43007 (Radiography stream)



Indigo Medical & Dental Training Pty Ltd  
Level 2, Gordon Executive Centre  
802 Pacific Highway, Gordon NSW 2072  
Tel: 02 9844 5496 Fax: 02 8212 9547  
Email: [training@indigoconsulting.com.au](mailto:training@indigoconsulting.com.au)

## **Training Provider**

Indigo Medical & Dental Training Pty Ltd is a National Registered Training Organisation that provides accredited and non accredited training courses and qualifications for the medical and dental profession Australia-wide. Our Training Administration Head Office is located at Bundall, QLD, but we also have offices located in Sydney and Melbourne.

Our Training Assessors have extensive experience working within the dental industry, possess Certificate IV in Workplace Training & Assessment TAA and have conducted group workshops/training in Introduction to Dental Assisting and Certificate III and Certificate IV in Dental Assisting.

## **Training Provider Relevant Contacts**

Please contact our Sydney office for all enquiries relating to receiving an enrolment pack, enrolling in Certificate IV in Dental Assisting HLT43007 (radiography stream) and course unit material.

### **Training Administration Office - Sydney**

Bernadette Beach  
Director

Glenys Stabback  
National Training Manager

Indigo Medical & Dental Training Pty Ltd  
Level 2, Suite 1A, Gordon Executive Centre  
802 Pacific Highway, Gordon NSW 2072  
Tel: 02 9844 5496 Fax: 8212 9547

### **Queensland Office**

Indigo Medical & Dental Training Pty Ltd  
Level 15, Corporate Centre One  
2 Corporate Court, Bundall QLD 4217  
Tel: 07 5591 9526 Fax: 02 8212 9547

### **Melbourne Office**

Indigo Medical & Dental Training Pty Ltd  
Lvl 13, 200 Queen St, Melbourne VIC 3000  
Tel: 03 8648 6511 Fax: 02 8212 9547

### **Our Training Assessors**

Sandi Foley – NSW, WA  
Email: [sfoley\\_indigo@ymail.com](mailto:sfoley_indigo@ymail.com)

Carol Bleakley – QLD  
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## Course Outline

The Certificate IV in Dental Assisting HLT43007 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 programme 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 that are specific to workplace needs or will assist in developing skills/knowledge to advance career development opportunities within the dental industry.

The qualification Certificate IV in Dental Assisting HLT43007 (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.

We offer the Certificate IV in Dental Assisting to:-

- Dental Assistants currently employed within the dental industry
- Dental Assistant Traineeships (working in conjunction with MEGT providing government incentives to private practices)
- Jobseekers wishing to enter the dental industry (however, only a limited number of non-clinical units may be completed. The clinical units must be completed whilst working in a dental practice before the Certificate III in Dental Assisting will be awarded.)

Certificate IV in Dental Assisting HLT43007 (radiography stream) consists of seven Units of Competency. To be awarded the qualification Certificate IV in Dental Assisting HLT43007 (radiography stream), you must successfully complete the three core units and the three mandatory units for the radiography stream plus one elective unit as well as possess a current valid First Aid and CPR certificate.

## Course Core Units (Units of Competency)

The following core units form part of the Certificate IV in Dental Assisting HLT43007 as well as required knowledge obtained in practical situations in the workplace environment.

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

### 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

### Elective Units

BSBMED401A	Manage patient record-keeping system
BSBMED402A	Control stocks and supplies
HLTCOM405B	Administer a practice
BSBCM308A	Maintain financial records
HLTDT301B	Construct models
HLTDA407B	Implement an individual oral hygiene program
HLTDA413A	Implement an oral hygiene program for older people
HLTDA414A	Implement an oral health promotion program
BSBMKG407A	Make a presentation

## Course Entry Requirements

Students wishing to enroll in the qualification Certificate IV in Dental Assisting HLT43007 (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.



## **Traineeship Package**

**\$3,200**

Our traineeships are fully customised to ensure that Trainees receive personalised and customised training with relevance to the Trainee's role within the workplace. The Traineeship Training Programme is delivered by flexible delivery, however, Trainees and employers will receive not only the service outlined below, but have the additional option in being able to personalise the training programme to meet the Trainee's own needs, goals and learning style.

- A Trainer Assessor who will work closely with the Workplace Supervisor and Trainee for the duration of the course
- Unlimited support from a Trainer Assessor via email/phone/Skype
- Regular email contact from the Trainer Assessor to both the Trainee and the Workplace Supervisor to ensure that the Trainee is meeting their course commitments and to discuss Trainee's progress and implementation of skills/knowledge into the workplace setting
- A minimum of 4 workplace visits (if a workplace is not geographically placed to conduct workplace visits, video calls will be conducted)
- Online forum (available from 2011)
- Regular face to face meetings in the workplace at a time that is convenient to the Trainee and Workplace Supervisor
- Video workshops throughout the course

An Administration Fee of \$200 is payable by Students upon enrolment.

Payment plans are available for this qualification.

The Student is appointed a personal Trainer Assessor. One course unit will be forwarded to the Student for completion before proceeding to the next unit. The course delivery will consist of reading material, activities, online assessments and written assessment tasks which will be completed both in the workplace setting (if employed) and in the Student's own time.

## Qualification

On successful completion of the 7 Units of Competency and a current valid First Aid and CPR certificate, you will be awarded the qualification Certificate IV in Dental Assisting HLT43007 (radiography stream).

If you only complete certain Units of Competency, you will receive a Statement of Attainment for the units successfully completed.

## Description of Course Units

### **HLTIN403B – Implement and monitor infection control policy and procedures**

This Unit of Competency 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.

#### Unit Topics

- 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 of Competency 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.

#### Unit Topics

- 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 of Competency 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.

### **Unit Topics**

- 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

### **Mandatory 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.

### **PLEASE NOTE**

Demonstration of all performance criteria in a clinical situation with patients is to be under the guidance, direction and supervision of the dentist or dental specialist.

### **HLTDA410B – Apply the principles of radiation biology and protection in a dental practice**

This Unit of Competency describes the skills and knowledge required to minimise the risk of radiation to the client, the operation 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.

#### Unit Topics

- 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.

#### Unit Topics

- 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.

#### Unit Topics

- 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

## **Elective Unit Description**

A full description of the elective units are available upon request.

## **PAYMENT OF COURSE FEES**

To enrol in Certificate IV in Dental Assisting (radiography), please complete an Enrolment Form and email, fax to 02 8212 9547 or mail to:

Indigo Medical & Dental Training  
PO Box 3731  
Tuggerah NSW 2259

Payments can be made via credit card, direct deposit or cheque.

### **Payment Plan Options**

We offer **payment plan options** for all our qualification courses. An initial deposit is paid upon enrolment followed by two (2) payments made thereafter during the duration of the course. A payment plan schedule will be issued upon enrolment detailing the due date each month.

A non refundable Administration Fee of \$200 is payable by all Students. This Administration Fee covers the administrative cost of the course and course materials.

Course fees received by Indigo Medical & Dental Training Pty Ltd are not accessed and are maintained in an account until the Student commences the course. Refunds are available to Students in accordance with government guidelines and fair and proper standards.



***Helping You on Your Journey  
to Become a Qualified  
Dental Assistant***

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