



Course Information Brochure

Certificate IV in Dental Assisting HLT43007 (Oral Health stream)



Indigo Medical & Dental Training Pty Ltd
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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 (oral health stream) and course unit material.

Training Administration Office - Sydney

Bernadette Beach
Director

Glenys Stabback
National Training Manager

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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.

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

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.)

Course Core Units (Units of Competency)

The following core units form part of the HLT43007 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

The following three (3) competency units are specific to the Oral Health stream and provide the skills and knowledge in implementing oral hygiene programmes as well as promoting good oral health.

HLTDA407B	Implement an individual oral hygiene program
HLTDA413A	Implement an oral hygiene program for older people
HLTDA414A	Implement an oral health promotion program

Elective Units

BSBMED401A	Manage patient record-keeping system
BSBMED402A	Control stocks and supplies
HLTCOM405B	Administer a practice
BSBCM308A	Maintain financial records
HLTDT301B	Construct models
BSBMKG407A	Make a presentation

Course Entry Requirements

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

HLTH1R301A	Communicate and work effectively in health
HLT1N301A	Comply within infection control polices and procedures in health work
HLT1N302A	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

Recognition of Prior Learning

Recognition of Prior Learning may be awarded in relation to course units upon proof of recognised prior learning of relevant skills and knowledge.

Due to licensing 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 Registered Training Organisation.

Course Duration

Certificate IV in Dental Assisting HLT43007 (oral health stream) comprises of study time of a minimum of 550 hours and is recommended to be completed within a one year period, however, extension of this period may be considered after written application from the Student stating reason for extension of time.

Students may complete the course in a shorter period of time.

Course Delivery & Course Fee

To ensure our course delivery provides flexibility, customisation and meets the expectation and needs of students, we have three delivery options to choose from:-

Flexible Learning - Option 2 (as detailed on Enrolment Form) \$2,500

This course will be delivered by a combination of flexible learning & face to face meetings. The Student will receive:

- A customised Training Plan to ensure completion in the nominated timeframe
- Unlimited support from a Trainer Assessor via email/phone/Skype.
- A minimum of 3 face to face meetings
- Access to video workshops (where applicable)
- Access to our Online Forum (available from 2011)

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 (oral health 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

Elective Oral Health 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.

HLTDA407B – Implement an individual oral hygiene program

This unit of competency describes the skills and knowledge required to implement an individualised oral hygiene program and promote good oral health as part of general good health. The unit acknowledges that dental diseases are the most prevalent chronic diseases worldwide and that oral health is essential to quality of life. This unit applies to dental assistants who assist at the chair side and to others involved in promoting healthy eating habits and oral hygiene practices for the community

Unit Topics

- Implement a prescribed oral health education programme
- Demonstrate oral hygiene techniques to client and/or carer
- Provide appropriate advice on cariogenic food and drinks
- Perform a saliva diagnostic test and record the results
- Implement a prescribed prevention programme to suit an individual client

HLTDA413A – Implement an oral hygiene program for older people

This unit of competency describes the skills and knowledge required to promote oral health for older persons. The experience of pain and problems with eating and chewing can adversely affect people's daily lives, self-esteem and well-being. This unit acknowledges the interrelationship between oral health and general health which is especially pronounced among 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 clients through the promotion of healthy eating habits and good oral health.

Unit Topics

- Assess the oral health needs of an older person
- Provide support for the maintenance of oral hygiene for older persons
- Implement practical solutions to promote oral health
- Maintain oral health of persons in residential aged care

HLTDA414A – 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 acknowledges that dental diseases are the most prevalent chronic diseases worldwide and that oral disease impacts on a person's everyday life causing pain and disability and influencing eating, sleeping and social roles.

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.

Unit Topics

- Deliver an oral health promotion programme
- Develop oral health promotion strategies for a target group
- Integrate oral health promotion with targeted National Health Priorities

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 (Oral Health), 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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