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Dental Assisting Validation Guide

September 2020

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Introduction

SkillsIQ is a not-for-profit Skills Service Organisation (SSO) supporting industry in developing standards to equip the 'people-facing' workforce with the right skills for jobs now and into the future. SkillsIQ is funded by the Department of Education, Skills and Employment to support the Industry Reference Committees (IRCs) responsible for the development and maintenance of Training Packages in the following sectors:

- Community Services
- Health
- Local Government
- Public Sector
- Floristry
- Hairdressing and Beauty Services
- Funeral Services
- Retail Services
- Sport, Fitness and Recreation
- Tourism, Travel and Hospitality.

Project Background

The update of the nationally recognised Dental Assisting Training Package Products, currently packaged within the HLT Health Training Package, has been commissioned by the Australian Industry and Skills Committee (AISC) under the direction of the Dental IRC.

The following key gaps were identified during the Industry Skills Forecast consultation and have been considered during the Training Package update and development process:

- **Orthodontic dental assistance** – There has been an increase in demand for orthodontic dental services where dental assistants are involved in supporting orthodontic procedures.
- **Assisting in implant and surgical dental procedures** – An increase in specialist services such as dental implants, oral surgery and oral maxillofacial surgery has resulted in additional duties for the dental assisting job roles to support these specialist procedures.

Technical Advisory Committee

To inform the update of two Dental Assisting Qualifications, two Skill Sets, fourteen Dental Assisting Units of Competency and six Oral Health Care Units of Competency, a Dental Assisting Technical Advisory Committee (TAC) was formed to support the objectives of the project.

The Dental Assisting TAC worked on updating thirteen existing Dental Assisting Units of Competency and five Oral Health Care Units of Competency; two Qualifications; and developing two new Units of Competency that were released for public consultation in December 2019.

This paper summarises the feedback received during Draft 1 public consultation and highlights key changes to the two Qualifications and twenty Units of Competency (i.e. the original thirteen Dental Assisting Units, five Oral Health Units and two new Dental Assisting Units). Two existing Skill Sets within the scope of this project have now been updated, and the development of a third new Dental Assisting Unit of Competency has been included, which is now reflected in Draft 2.

Draft 1

National consultation on Draft 1 was open from 04 November 2019 to 13 December 2019. It was promoted across SkillsIQ's networks and among stakeholders and the Technicians Support Services IRC members' networks.

Draft 1 of the two Qualifications and twenty Units of Competency were published and made available via SkillsIQ's Online Feedback Forum. A Consultation Guide was also included on the Feedback Forum for individuals to download and review. Overall, the Feedback Forum received 565 unique views during the consultation period.

In addition to collecting feedback via the Feedback Forum, consultation activities comprised seven workshops and two webinars held during November 2019.

On completion, TAC members met to analyse and discuss feedback received on Draft 1 and determined actions for the development of Draft 2.

Draft 2 Validation and Timelines

Feedback reviewed during the Draft 1 consultation period has informed the development of Draft 2. Validation of Draft 2 allows stakeholders to review changes made to the Draft 1 components and confirm that the resultant Training Package Products meet their needs. It provides an opportunity for final input prior to submission for endorsement.

National validation of Draft 2 will be open from **Wednesday, 16 September to Friday, 16 October 2020**. During this period input will be sought on the following:

- Two Qualifications
- Two Skill Sets
- Twenty-one Units of Competency.

Following the close of validation, feedback will be collated and evaluated by the TAC and IRC. This feedback will inform the development of the final draft for submission.

Webinars

SkillsIQ will host a series of webinars to seek stakeholder input. To register your interest in attending a webinar, please click on one of the links below.

	Date	Time
Webinar 1:	**Tuesday, 29th September**	**11.00am–12.30pm**
Webinar 2:	**Tuesday, 6th October**	**11.00am–12.30pm**
Webinar 3:	**Tuesday, 13th October**	**11.00am–12.30pm.**

Online Feedback Forum

Feedback can be provided online via the SkillsIQ Online Feedback Forum. The Feedback Forum is a tool designed to capture stakeholder feedback on draft Training Package Products. It also provides an opportunity for stakeholders to view feedback left by others.

To access the Feedback Forum, please click here.

For information on how to use the Feedback Forum, please click here.

About this Validation Guide

This Guide, which should be read in conjunction with the Draft 2 Training Package Products, provides:

- A summary of the proposed changes from Draft 1 to Draft 2
- The draft Qualifications
- The draft Skill Sets
- A list of Draft 2 Units of Competency and associated prerequisites
- Mapping of Draft 2 Units to existing HLT versions
- An explanation of the contents of the Units of Competency and Assessment Requirements, found in **Appendix A**.

This guide does not include Draft 2 Training Package components. These can be accessed via the Feedback Forum link above.

Contact Details

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Summary of Changes - Draft 1 to Draft 2

General Issues

A number of general issues were raised in stakeholders' comments, and a diverse range of viewpoints were expressed.

The following table outlines the main points raised in Draft 1 consultation and the ways in which they have been addressed.

Component/s	Change to Draft 2
Qualifications	
HLT35020 Certificate III in Dental Assisting	
Qualification Code	Updated.
Qualification Description	Work placement hours updated to 350 hours, per the assessment requirements of the Units of Competency.
Packaging Rules	Packaging Rules for Draft 1 included eleven core Units with no electives. Draft 2 has been updated to include eight core Units and a choice of two electives from a list of eight Units.
Core Units	Draft 2 has been updated to include eight core units.
Elective Units	Draft 2 has been updated to include eight elective Units. A new unit *HLTDEN030 Assist the operator during medical emergencies in a dental setting* included in the elective composition has been developed in response to feedback from Draft 1 public consultation. *CHCLEG001 Work legally and ethically* Unit of Competency has been added to the elective list.
HLT45020 Certificate IV in Dental Assisting	
Qualification Code	Updated.
Qualification Description	Work placement hours removed.
Entry Requirements	Appropriate versions of the ***Certificate III in Dental Assisting*** Qualification have been added as an Entry Requirement.
Packaging Rules	Draft 2 has been updated to include two core Units and a choice of six elective Units. Draft 1 included five specialisations; Draft 2 has been updated to include one specialisation, Dental Radiography. Packaging Rules have been updated to allow flexibility in the choice of elective Units of Competency.
Core Units	Draft 1 included Units of Competency from the *Certificate III in Dental Assisting* Qualification. These have now been removed. Draft 2 includes two Units in the core composition.
Elective Units	Draft 2 has been updated to include one specialisation, Dental Radiography. Other listed electives have been updated to include Units of Competency relevant to the Dental Assisting job role at the Certificate IV level.

Skill Sets	
HLTSSXXXXX Dental Radiography Skill Set	
Units of Competency	Unit Codes updated.
HLTSSXXXXX Oral Health Care Skill Set	
Units of Competency	Unit Codes updated. *HLTOHC004 Provide or assist with oral hygiene* Unit of Competency had been recommended for deletion in Draft 1 and is included in the existing *HLTSS00049 Oral Health Care Skill Set. HLTOHC011 Apply fluoride varnish* has been included as a replacement Unit in the updated Draft 1 Skill Set.
Units of Competency	
General	
Terminology	References to 'medical records' and 'images' have been marked as 'de-identified' throughout all the Units of Competency, for consistency.
	References to 'dentist' and 'dental specialist' have been replaced with 'practitioner'.
Additional Changes to Specific Units	All Unit Codes have been updated.

Units of Competency

More detail can be found in the Mapping section below.

Titles	The following Unit titles have been updated: • *HLTDEN028 Provide **effective** oral hygiene instruction to patients with an oral health treatment plan* • *HLTOHC009 Apply and use basic oral health products.*
Application Statements	Some application statements have been changed to better clarify the intent of the Unit. The Application Statement for the following Unit of Competency has been updated to provide better clarification of outcomes. • *HLTOHC011 Apply fluoride varnish.* • *HLTDEN021 Apply the principles of radiation biology and protection in dental practice* • *HLTDEN022 Prepare to expose a prescribed dental radiographic image* • *HLTDEN023 Produce a prescribed dental radiographic image*
Prerequisites	Prerequisites for the following Units have been updated to ensure the requirements for underpinning knowledge and skills have been met:

	• ***HLTDEN018 Implement an individualised oral hygiene program –*** Prerequisite Unit is *HLTDEN015 Prepare for and assist with oral health care procedures* • ***HLTDEN019 Assist in oral health care procedures during general anaesthesia –*** Prerequisite Unit is *HLTDEN015 Prepare for and assist with oral health care procedures* • ***HLTDEN029 Assist in oral health care procedures during relative analgesia –*** Prerequisite Unit is *HLTDEN015 Prepare for and assist with oral health care procedures.*

Elements and Performance Criteria (PCs)	The Elements and Performance Criteria (PCs) for all the Units have been refined to incorporate better technical language.
	
	The following Units have been updated with either additional or fewer Elements and Performance Criteria:
	
	• ***HLTDEN015 Prepare for and assist with oral health care procedures***
	  ○ Element 6 and Performance Criteria 6.1 to 6.9 added to include content on 'appropriate disposal of waste materials during cleaning and change-over using sustainable practices and organisation protocols'
	  ○ Element 8 and Performance Criteria 8.1 to 8.9 added to include content on 'working legally, ethically and professionally in a dental setting'.
	• ***HLTDEN017 Assist with administration in dental practice***
	  ○ Element 1 and Performance Criteria 1.1 to 1.8 have been updated to clarify appropriate communication requirements applicable in a dental administrative setting.
	• ***HLTDEN019 Assist in oral health care procedures during general anaesthesia***
	  ○ PC 2.5 updated to clarify the task in relation to the safe use of instruments and equipment with an aseptic technique.
	• ***HLTDEN026 Take an impression for study models***
	  ○ PC 4.7 updated to include 'gag reflex'.
	• ***HLTDEN027 Take a clinical photograph***
	  ○ PC 3.4 added to include content on 'providing instruction on suitable mirror or retractor placement'.
	• ***HLTOHC007 Recognise and respond to oral health issues***
	  ○ PC 1.4 added to include content on 'Application of manual handling techniques to support patients with special care needs or mental health condition'.

Foundation Skills	The following statement has been inserted into all the Units to acknowledge evidence of Foundation Skills: • 'Foundation skills essential to performance are explicit in the Performance Criteria of this Unit of Competency'.

Performance Evidence	Performance Evidence tasks for all the Units have been reworded to provide clarity on the requirements.
	
	Additional Performance Evidence tasks have been added to the following Units to ensure Assessment provides more reliable outcomes.
	• ***HLTDEN015 Prepare for and assist with oral health care procedures***
	  ○ Work placement hours increased to 350 hours, up to 50 of which may be performed in simulation.
	• ***HLTDEN016 Assist with dental radiography***
	  ○ Draft 1 required the preparation of images for three patients. However, for Draft 2 the requirement has been updated to clarify the preparation of three dental radiographic imaging procedures.
	• ***HLTDEN017 Assist with administration in dental practice***
	  ○ Tasks related to 'processes for handling and recording financial transactions' has been added.
	• ***HLTDEN018 Implement an individualised oral hygiene program***
	  ○ The task related to providing appropriate information to different patients has been updated to include five patients.
	• ***HLTDEN019 Assist in oral health care procedures during general anaesthesia***
	  ○ The task related to the preparation of equipment in terms of assisting the practitioner with oral health care procedures under general anaesthesia has been updated with the addition of 'following organisational waste management and cleaning of equipment guidelines'.
	• ***HLTDEN025 Implement an oral health promotion program***
	  ○ The task related to facilitating discussion on oral health care has been updated to include 'at least five or more people'.
	• ***HLTDEN026 Take an impression for study models***
	  ○ The task related to undertaking 10 impression procedures for study models has been updated to include 'on a minimum of five different people'.
	• ***HLTDEN027 Take a clinical photograph***

	○ The task related to clinical dental photographs has been updated to include 'taken and **critiqued** 50 clinical dental photographs'. • ***HLTDEN029 Assist in oral health care procedures during relative analgesia*** ○ Performance Evidence added to clarify the number of people as 'at least three people'. ○ The task related to preparing equipment and assisting in handling and correctly positioning equipment for the practitioner during administration of relative analgesia has been clarified to include 'during at least one oral health care procedure carried out'. • ***HLTOHC008 Inform and support patients and groups about oral health*** ○ Performance evidence updated to clarify number of patients including the minimum number of patients in a group.
Knowledge Evidence	Knowledge content has been refined to incorporate better technical language. Additional knowledge has been added to the following Units to ensure Assessment provides more efficient outcomes. • ***HLTDEN015 Prepare for and assist with oral health care procedures*** ○ Content related to 'Dental Board of Australia (DBA) and Australian Health Practitioner Regulation Agency (AHPRA) guidelines' has been added. ○ Content on 'understanding the difference between detergent and disinfectant and their application' has been added. ○ Content on specialised dentistry has been clarified. ○ Content on 'relevant sources of legal and ethical information' added. ○ Content on 'situations for reporting' added. ○ Content on 'relevant government and professional bodies and their roles' added. • ***HLTDEN017 Assist with administration in dental practice*** ○ Content related to 'management of dental images and patient access or transfer' added. • ***HLTDEN024 Implement an oral hygiene program for older people*** ○ Content on 'understanding economic and psychological factors that may affect the oral health of older people' has been added. • ***HLTDEN026 Take an impression for study models*** ○ Content on 'mechanisms for managing a gag reflex' has been added. • ***HLTOHC007 Recognise and respond to oral health issues***

	○ Content on 'communication strategies required for a range of applicable scenarios such as mental health and disabilities' has been added.
Assessment Conditions	The wording of Assessment Conditions has been reviewed to ensure consistency and understanding. • Dental Board of Australia (DBA) and Australian Health Practitioner Regulation Agency (AHPRA) guidelines have been added to the Units where applicable. • Conditions on following organisational infection control guidelines and procedures have been added to the Units where applicable. • Assessor Requirements have been updated to include 'assessors must hold a minimum of five years clinical dental experience' where applicable.

Questions for Consideration

The following series of questions has been developed to guide feedback for Draft 2 of the Dental Assisting and Oral Health Care Training Package Products.

Certificate III in Dental Assisting

HLTDEN030 Assist the operator during medical emergencies in a dental setting

- *Should this Unit of Competency be included in the core or should it remain in the elective section?*

Certificate IV in Dental Assisting

Entry Requirements

The following Qualifications have been included as Entry Requirements for the *Certificate IV in Dental Assisting* Qualification:

> ***'Entry to this Qualification is open to individuals who have completed the following Qualifications:***
> - ***HLT35015 Certificate III in Dental Assisting and/or***
> - ***HLT31812 Certificate III in Dental Assisting and/or***
> - ***HLT31820 Certificate III in Dental Assisting and/or***
>
> ***the equivalent.'***

- Should the entry requirements include any post-Qualification work experience hours?

HLTDEN023 Produce a prescribed dental radiographic image

- Should this Unit of Competency comprise extra-oral or intra-oral techniques or both?
- In Element 4, relating to OPG. Should intra oral be in radiography specialisation? If yes, where does extra oral sit?

Qualifications

- Do the Qualifications provide a clear and accurate description of the skills outcomes for the Qualifications?

- Are the Packaging Rules for the core composition of Units attainable at a Certificate III and IV level?

Skill Sets

- Do both the Skill Sets reflect the skill requirements for workers in the sector?
- Is the composition of Units in both the Skill Sets suitable for workers seeking to broaden their skills?

Suite of Units of Competency

- Are the Packaging Rules for the core composition of Units attainable at a Diploma level?
- Are all draft Units required? Should any be deleted?
- Are there any essential prerequisites that should be nominated?
- Are there any additional Units of Competency required?

Titles and Application Statements - Units of Competency

- Does the Title reflect the skill being described? Could any Title be changed to better indicate what the Unit covers?
- Does the Application Statement provide a clear and accurate description of the skill being described?

Elements and Performance Criteria

- Do the Elements and Performance Criteria accurately describe what people do in Dental Assisting and Oral Health job roles? If not, what could be added?
- Do the Performance Criteria adequately describe the level of proficiency?

Performance Evidence

- Would the types of evidence prove that a person is competent in all the Unit outcomes, including Performance Criteria, Foundation Skills and Knowledge?
- Is the suggested volume (sufficiency) of evidence appropriate? Too little, too much?
- Are the statements clear? Would assessors understand exactly what they must do?

Knowledge Evidence

- What is the essential knowledge required of an individual in order to perform the tasks described in the Performance Criteria? Is the Knowledge Evidence requirement specific enough?
- Is there anything which should be added or deleted?
- What is the breadth and depth of knowledge required? Is this described well enough to assist assessors in understanding the scope?

Assessment Conditions

- Are the nominated environments appropriate?
- Are the statements clear? Would assessors understand what they must provide for assessment?

Draft 2 Qualifications, Skill Sets and Units of Competency

Qualifications

Previous Qualification Code and Title	New Qualification Code and Title	Comment in Relation to Qualification E = equivalent N = not equivalent
HLT35015 Certificate III in Dental Assisting	*HLT35020 Certificate III in Dental Assisting*	N Updates to Packaging Rules Packaging of core Units changed Packaging of electives added Updated Unit Codes
HLT45015 Certificate IV in Dental Assisting	*HLT45020 Certificate IV in Dental Assisting*	N Number of Units required to complete the Qualification has decreased to eight Updates to Packaging Rules Packaging of core Units changed Elective specialisations updated Updated Unit Codes

Skill Sets

HLTSSXXXXX – Dental Radiography Skill Set		
Unit Code	**Unit Name**	**Prerequisites**
HLTDEN021	*Apply the principles of radiation biology and protection in dental practice*	*Nil*
HLTDEN022	*Prepare to expose a prescribed dental radiographic image*	*Nil*
HLTDEN023	*Produce a prescribed dental radiographic image*	*Nil*

HLTSSXXXXX – Oral Health Care Skill Set		
Unit Code	**Unit Name**	**Prerequisites**
HLTOHC007	*Recognise and respond to oral health issues*	*Nil*
HLTOHC008	*Inform and support patients and groups about oral health*	*Nil*

HLTSSXXXXX – Oral Health Care Skill Set		
Unit Code	**Unit Name**	**Prerequisites**
HLTOHC011	*Apply fluoride varnish*	*Nil*

Units

Previous Unit Code and Title	New Unit Code and Title	Comment in Relation to Unit E = Equivalent N = Not equivalent
HLTDEN001 Prepare for and assist with oral health care procedures	*HLTDEN015 Prepare for and assist with oral health care procedures*	N Changes to Elements, Performance Criteria, Performance Evidence, Knowledge Evidence and Assessment Conditions
HLTDEN002 Assist with dental radiography	*HLTDEN016 Assist with dental radiography*	N Changes to Elements, Performance Criteria, Performance Evidence, Knowledge Evidence and Assessment Conditions
HLTDEN003 Assist with administration in dental practice	*HLTDEN017 Assist with administration in dental practice*	N Changes to Elements, Performance Criteria, Performance Evidence, Knowledge Evidence and Assessment Conditions
HLTDEN004 Implement an individualised oral hygiene program	*HLTDEN018 Implement an individualised oral hygiene program*	N Changes to Prerequisite Unit, Performance Evidence and Assessment Conditions
HLTDEN005 Assist in oral health care procedures during general anaesthesia	*HLTDEN019 Assist in oral health care procedures during general anaesthesia*	N Changes to Prerequisite Unit,

Previous Unit Code and Title	New Unit Code and Title	Comment in Relation to Unit E = Equivalent N = Not equivalent
		Performance Criteria, Performance Evidence, Knowledge Evidence and Assessment Conditions
HLTDEN006 Assist in oral health care procedures during conscious sedation	*HLTDEN020 Assist in oral health care procedures during conscious sedation*	N Changes to Performance Criteria, Knowledge Evidence and Assessment Conditions
HLTDEN007 Apply the principles of radiation biology and protection in dental practice	*HLTDEN021 Apply the principles of radiation biology and protection in dental practice*	E Minor Changes to Performance Criteria, Knowledge Evidence and Assessment Conditions
HLTDEN008 Prepare to expose a prescribed dental radiographic image	*HLTDEN022 Prepare to expose a prescribed dental radiographic image*	E Minor Changes to Elements, Performance Criteria, Knowledge Evidence and Assessment Conditions
HLTDEN009 Produce a prescribed dental radiographic image	*HLTDEN023 Produce a prescribed dental radiographic image*	E Minor Changes to Performance Criteria, Knowledge Evidence and Assessment Conditions
HLTDEN010 Implement an oral hygiene program for older people	*HLTDEN024 Implement an oral hygiene program for older people*	E Minor Changes to Performance Criteria, Knowledge Evidence and Assessment Conditions

Previous Unit Code and Title	New Unit Code and Title	Comment in Relation to Unit E = Equivalent N = Not equivalent
HLTDEN011 Implement an oral health promotion program	*HLTDEN025 Implement an oral health promotion program*	E Minor Changes to Elements, Performance Criteria, Performance Evidence and Assessment Conditions
HLTDEN012 Take an impression for study models	*HLTDEN026 Take an impression for study models*	N Changes to Performance Criteria, Performance Evidence, Knowledge Evidence and Assessment Conditions
HLTDEN013 Allocate treatment appointments according to priority	**Deleted**	**Recommended for deletion** Content covered in *HLTDEN017 Assist with administration in dental practice*
HLTDEN014 Take a clinical photograph	*HLTDEN027 Take a clinical photograph*	N Changes to Performance Criteria, Performance Evidence and Assessment Conditions
	HLTDEN028 Provide effective oral hygiene instruction to patients with an oral health treatment plan	**New Unit**
	HLTDEN029 Assist in oral health care procedures during relative analgesia	**New Unit**
	HLTDEN030 Assist the operator during medical emergencies in a dental setting	**New Unit**

Previous Unit Code and Title	New Unit Code and Title	Comment in Relation to Unit E = Equivalent N = Not equivalent
HLTOHC001 Recognise and respond to oral health issues	*HLTOHC007 Recognise and respond to oral health issues*	N Changes to Performance Criteria, Knowledge Evidence, and Assessment Conditions
HLTOHC002 Inform and support patients and groups about oral health	*HLTOHC008 Inform and support patients and groups about oral health*	E Minor change to Assessment Conditions
HLTOHC003 Apply and manage use of basic oral health products	*HLTOHC009 Apply and use basic oral health products*	E Minor change to Assessment Conditions
HLTOHC004 Provide or assist with oral hygiene	**Deleted**	**Recommended for deletion**
HLTOHC005 Use basic oral health screening tools	*HLTOHC010 Use basic oral health screening tools*	E Minor change to Assessment Conditions
HLTOHC006 Apply fluoride varnish	*HLTOHC011 Apply fluoride varnish*	E Minor changes to Application Statement and Assessment Conditions

Mapping of Draft 2 Units to Existing HLT Versions

Determination of Equivalence

A Unit is mapped as equivalent (E) when it provides the same skill and knowledge outcomes, as follows:

- Elements and Performance Criteria are the same, but are re-ordered and or expressed differently for clarity
- Knowledge Requirements are the same but are expressed differently for clarity.

A Unit is mapped as not equivalent (N) when it provides different skill and knowledge outcomes, as follows:

- Elements and/or Performance Criteria have been added or removed
- Knowledge Requirements have been added or removed.

Significant changes have been made to the three Units which have been mapped as **not equivalent**. This is a consequence of changes made in response to considerable concerns about the content of existing Units.

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
HLTDEN001	*Prepare for and assist with oral health care procedures*	*HLTDEN015*	*Prepare for and assist with oral health care procedures*	• Unit Code updated. • Terminology updated. • Elements and Performance Criteria updated: ○ Element 6 and Performance Criteria 6.1 to 6.9 added to include content on 'appropriate disposal of waste materials during cleaning and change-over using sustainable practices and organisation protocols'. ○ Element 8 and Performance Criteria 8.1 to 8.9 added to include content on 'working legally, ethically and professionally in a dental setting'. • Performance Evidence:	N

HLT Unit Code	HLT Unit Title	HLT Draft 2 Unit Code	HLT Draft 2 Unit Title	Draft 2 Comments	E/N
				○ Work placement hours increased to 350 hours, of which up to 50 hours may be performed in simulation. • Knowledge Evidence: ○ Content related to the 'Dental Board of Australia (DBA) and Australian Health Practitioner Regulation Agency (AHPRA) guidelines' has been added. ○ Content on 'understanding the difference between detergent and disinfectant and their application' has been added. ○ Content on specialised dentistry clarified. ○ Content on 'relevant sources of legal and ethical information' added. ○ Content on 'situations for reporting' added. ○ Content on 'relevant government and professional bodies and their roles' added. • Assessment Conditions: ○ Dental Board of Australia (DBA) and Australian Health Practitioner Regulation Agency (AHPRA) guidelines have been added. ○ Conditions on following organisational infection control guidelines and	

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
				procedures have been added. ○ Assessor Requirements have been updated to include 'assessors must hold a minimum of 5 years clinical dental experience'.	
HLTDEN002	*Assist with dental radiography*	*HLTDEN016*	*Assist with dental radiography*	• Unit Code updated. • Elements and Performance Criteria updated: ○ Elements 2, 4 and 5 removed. • Performance Evidence: ○ Draft 1 required the preparation of images for three patients. However, for Draft 2 the requirement has been updated to clarify the preparation of three dental radiographic imaging procedures. • Knowledge Evidence: ○ Content on cleaning and maintenance of processing equipment, solutions and facility has been added. ○ Content on types and storage of image receptors has been added. ○ Content on understanding Environment Protection Authority (EPA) compliance requirements for radiographic equipment has been added.	N

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
				• Assessment Conditions: ○ Dental Board of Australia (DBA) and Australian Health Practitioner Regulation Agency (AHPRA) guidelines have been added.	
HLTDEN003	*Assist with administration in dental practice*	*HLTDEN017*	*Assist with administration in dental practice*	• Unit Code updated. • Terminology updated. • Elements and Performance Criteria updated: ○ Element 1 and Performance Criteria 1.1 to 1.8 have been updated to clarify appropriate communication requirements applicable in a dental administrative setting. ○ Elements 2 and 4 have been deleted. ○ New Elements 2, 3, 4 and 5 have been updated to provide clarity. • Performance Evidence: ○ Task related to the management of an appointment and recall system has been updated to include one occasion. ○ Tasks related to 'processes for handling and recording financial transactions' have been added. • Knowledge Evidence:	N

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
				○ Content on transfer of electronic records has been added. ○ Content on medical complications and dental complications relevant to the dental triage role has been added. ○ Content on medical problems that may complicate dental problems has been added. ○ Content related to 'management of dental images and patient access or transfer' added. • A minor update has been made to the Assessment Conditions.	
HLTDEN004	*Implement an individualised oral hygiene program*	*HLTDEN018*	*Implement an individualised oral hygiene program*	• Unit Code updated. • Prerequisite Unit has been added – *HLTDEN015 Prepare for and assist with oral health care procedures*. • Performance Evidence: ○ Task related to providing appropriate information to different patients has been updated to include five patients. • Assessment Conditions: ○ Dental Board of Australia (DBA) and Australian Health Practitioner Regulation Agency (AHPRA) guidelines have been added.	N

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
				○ Assessor Requirements have been updated to include 'assessors must hold a minimum of five years' clinical dental experience'.	
HLTDEN005	*Assist in oral health care procedures during general anaesthesia*	*HLTDEN019*	*Assist in oral health care procedures during general anaesthesia*	• Unit Code updated. • Prerequisite Unit has been added – *HLTDEN015 Prepare for and assist with oral health care procedures*. • Performance Criteria: ○ PC 1.5 has been added to include content on assisting with confirmation of the correct patient, correct site, and correct procedure. ○ PC 2.5 has been updated to clarify the task in relation to the safe use of instruments and equipment with an aseptic technique. • Performance Evidence: ○ The task related to the preparation of equipment in terms of assisting the practitioner with oral health care procedures under general anaesthesia has been updated with the addition of 'following organisational waste management and cleaning of equipment guidelines'. • Assessment Conditions:	N

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
				○ Dental Board of Australia (DBA) and Australian Health Practitioner Regulation Agency (AHPRA) guidelines have been added. ○ Assessor Requirements have been updated to include 'assessors must hold a minimum of five years' clinical dental experience'.	
HLTDEN006	*Assist in oral health care procedures during conscious sedation*	*HLTDEN020*	*Assist in oral health care procedures during conscious sedation*	• Unit Code updated. • Performance Criteria: ○ PC1.5 has been added to include content 'assisting with the confirmation of the correct patient, correct site, and correct procedure'. • Minor changes have been made to the Knowledge Evidence. • Assessment Conditions: ○ Dental Board of Australia (DBA) and Australian Health Practitioner Regulation Agency (AHPRA) guidelines have been added. ○ Assessor requirements have been updated to include 'assessors must hold a minimum of five years' clinical dental experience'.	N

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N

HLTDEN007	*Apply the principles of radiation biology and protection in dental practice*	*HLTDEN021*	*Apply the principles of radiation biology and protection in dental practice*	• Unit Code updated.
				• Minor changes to Performance Criteria and Knowledge Evidence have been made in terms of terminology and clarity.
				• Assessment Conditions:
				  ○ Dental Board of Australia (DBA) and Australian Health Practitioner Regulation Agency (AHPRA) guidelines have been added.
				  ○ Assessor Requirements have been updated to include 'assessors must hold a minimum of five years' clinical dental experience'.
					E

HLTDEN008	*Prepare to expose a prescribed dental radiographic image*	*HLTDEN022*	*Prepare to expose a prescribed dental radiographic image*	• Unit Code updated.
				• Minor changes to Elements, Performance Criteria and Knowledge Evidence have been made in terms of terminology and clarity.
				• Assessment Conditions:
				  ○ Dental Board of Australia (DBA) and Australian Health Practitioner Regulation Agency (AHPRA) guidelines have been added.
				  ○ Assessor requirements have been updated to include 'assessors must hold a minimum of five years' clinical dental experience and must hold a
					E

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
				current radiation user licence'.	
HLTDEN009	*Produce a prescribed dental radiographic image*	*HLTDEN023*	*Produce a prescribed dental radiographic image*	• Unit Code updated. • Minor changes to Performance Criteria and Knowledge Evidence have been made in terms of terminology and clarity. • Assessment Conditions: ○ Dental Board of Australia (DBA) and Australian Health Practitioner Regulation Agency (AHPRA) guidelines have been added. ○ Assessor Requirements have been updated to include 'assessors must hold a minimum of 5 years' clinical dental experience'.	E
HLTDEN010	*Implement an oral hygiene program for older people*	*HLTDEN024*	*Implement an oral hygiene program for older people*	• Unit Code updated. • Minor Changes have been made to Performance Criteria and Knowledge Evidence in terms of terminology and clarity. • Assessment Conditions: ○ Dental Board of Australia (DBA) and Australian Health Practitioner Regulation Agency (AHPRA) guidelines have been added. ○ Assessor Requirements have been updated to include 'assessors must hold a minimum of 5 years' clinical dental experience'.	E

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
HLTDEN011	*Implement an oral health promotion program*	*HLTDEN025*	*Implement an oral health promotion program*	• Unit Code updated. • Minor Changes have been made to Elements and Performance Criteria in terms of terminology and clarity. • Performance Evidence updated to clarify task related to 'facilitation of discussion on oral health care to include at least five or more people'. • Assessment Conditions: ○ Assessor Requirements have been updated to include 'assessors must hold a minimum of 5 years' clinical dental experience'.	E

HLTDEN012	*Take an impression for study models*	*HLTDEN026*	*Take an impression for study models*	• Unit Code updated.
				• Performance Criteria:
				  ○ PC 2.4 added to include content on 'following infection control procedures during the procedure'.
				  ○ PC4.7 updated to include 'gag reflex'.
				• Performance Evidence:
				  ○ Task related to undertaking ten impression procedures for study models has been updated to include 'on a minimum of five different people'.
				• Knowledge Evidence:
				  ○ Content on 'mechanisms for managing a gag reflex' has been added.
				• Assessment Conditions:
					N

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
				○ Dental Board of Australia (DBA) and Australian Health Practitioner Regulation Agency (AHPRA) guidelines have been added. ○ Assessor Requirements have been updated to include 'assessors must hold a minimum of five years' clinical dental experience'.	
HLTDEN014	*Take a clinical photograph*	*HLTDEN027*	*Take a clinical photograph*	• Unit Code updated. • Performance Criteria: ○ PC3.4 added to include content on 'providing instruction on suitable mirror or retractor placement'. • Performance Evidence: ○ Task related to clinical dental photographs updated to include 'taken and critiqued 50 clinical dental photographs'. • Assessment Conditions: ○ Dental Board of Australia (DBA) and Australian Health Practitioner Regulation Agency (AHPRA) guidelines have been added. ○ Conditions on following organisational infection control guidelines and procedures have been added.	N

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
				○ Assessor Requirements have been updated to include 'assessors must hold a minimum of five years' clinical dental experience'.	
HLTOHC001	*Recognise and respond to oral health issues*	*HLTOHC007*	*Recognise and respond to oral health issues*	• Unit Code updated. • Performance Criteria: ○ PC1.4 added to include content on 'application of manual handling techniques to support patients with special care needs or mental health condition'. • Knowledge Evidence: ○ Content on 'communication strategies required for a range of applicable scenarios such as mental health and disabilities' has been added. • Assessment Conditions: ○ Dental Board of Australia (DBA) and Australian Health Practitioner Regulation Agency (AHPRA) guidelines have been added. ○ Conditions on following organisational infection control guidelines and procedures have been added.	N
HLTOHC002	*Inform and support patients and groups about oral health*	*HLTOHC008*	*Inform and support patients and groups about oral health*	• Unit Code updated. • Performance evidence updated to clarify number of patients including	E

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N

				the minimum number of patients in a group.
				• Assessment Conditions:
				  ○ Dental Board of Australia (DBA) and Australian Health Practitioner Regulation Agency (AHPRA) guidelines have been added.
				  ○ Conditions on following organisational infection control guidelines and procedures have been added.	

HLTOHC003	*Apply and manage use of basic oral health products*	*HLTOHC009*	*Apply and use basic oral health products*	• Unit Code updated.
				• Assessment Conditions:
				  ○ Dental Board of Australia (DBA) and Australian Health Practitioner Regulation Agency (AHPRA) guidelines have been added.
				  ○ Conditions on following organisational infection control guidelines and procedures have been added.
					E

HLTOHC005	*Use basic oral health screening tools*	*HLTOHC010*	*Use basic oral health screening tools*	• Unit Code updated.
				• Assessment conditions:
				  ○ Dental Board of Australia (DBA) and Australian Health Practitioner Regulation Agency (AHPRA) guidelines have been added.
				  ○ Conditions on following organisational infection control guidelines and
					E

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
				procedures have been added.	

HLTOHC006	*Apply fluoride varnish*	*HLTOHC011*	*Apply fluoride varnish*	• Unit Code updated.
				• Application statement:
				  ○ Application statement has been rewritten to provide better clarification of outcomes.
				• Assessment Conditions:
				  ○ Dental Board of Australia (DBA) and Australian Health Practitioner Regulation Agency (AHPRA) guidelines have been added.
				  ○ Conditions on following organisational infection control guidelines and procedures have been added.
					E

Mapping of Draft 2 Skill Set to Existing HLT Versions

The following skill set is included in Draft 2:

- HLTSSXXXXX Dental radiography skill set
- HLTSSXXXXX Oral Health Care Skill Set

Skill Set Mapping

Draft 2 Skill Set Code	Draft 2 Skill Set Title	Draft 2 Comments	E/N
HLTSSXXXXX	Dental Radiography Skill Set	Draft 2 updates to individual Units of Competency have been considered.	N
HLTSSXXXXX	Oral Health Care Skill Set	Draft 2 updates to individual Units of Competency have been considered.	N

Appendix A: Training Package Unit of Competency Terminology Guide

Units of Competency specify the skills and knowledge a learner needs in order to complete a work task. Each Unit of Competency has associated Assessment Requirements, which detail what a learner must know and demonstrate in order to be deemed competent, along with any special conditions which apply to the assessment of competency.

UNIT CODE	Unique Code which identifies the Unit of Competency
UNIT TITLE	The Unit Title is a brief statement of the outcome of the Unit of Competency, i.e. what the task is that learners will be able to complete once they are deemed competent
APPLICATION	The Application summarises: • the content of the Unit of Competency and the skill area it addresses • any relationship with other Units of Competency • any licensing requirements or relevant legislation, and elaborates the Unit of Competency's scope, purpose and operation in different contexts - for example, by showing how it applies in the workplace.
PREREQUISITE UNIT	Prerequisites are other Units of Competency or in some cases licences, etc. that a learner must complete before undertaking this Unit of Competency. This may be in order to provide underpinning skills or knowledge that is essential for a learner to undertake this Unit.
ELEMENTS	The Elements are the basic themes of the Unit of Competency. They describe the significant functions that form part of the work task that the Unit of Competency covers.
PERFORMANCE CRITERIA	The Performance Criteria specify the required steps that enable the learner to undertake the work task.
Assessment Requirements	
PERFORMANCE EVIDENCE	Identifies what a learner must demonstrate in order to be deemed competent at the work task.
KNOWLEDGE EVIDENCE	Identifies what a learner needs to know to perform the work task effectively.

ASSESSMENT CONDITIONS	Assessment Conditions provide the context for the Unit of Competency, describing essential operating conditions that must be present for assessment, depending on the work situation, needs of the candidate, accessibility of the items required, and local industry and regional contexts. They may specify any of the following: • The conditions under which competency must be assessed, including variables such as the assessment environment or necessary equipment or tools • Whether or not the Unit must be assessed in the workplace or may also be assessed via simulation • Resource implications, for example access to particular equipment, infrastructure or situations • Any required characteristics of the assessor, e.g. whether the assessor must hold a higher qualification in that field, etc.