

PRINCIPLES OF GOOD PRACTICE

The following principles of good practice should be followed when completing the Record of Competence (RoC):

- Effective communication should be established with other members of the oral health care team
- The health and safety of patients and the oral health care team should be promoted

Each task will be carried out, where appropriate, during the normal treatment of a patient. Where simulation is appropriate this will be clearly indicated.

Your witness should have expertise and competence in relation to the procedure/task which is being carried out. They must also possess a suitable qualification and be registered with a recognised professional body.

DEFINITIONS OF KEY PERSONEL

The following describes the roles that NEBDN include in this RoC:

- Internal Moderator – the internal moderator is a key person within the course provider who is a current GDC registrant and for best practice should hold a relevant qualification. They will monitor the completion of the RoC and verify the quality independently of the course tutor.
- Mentor - the mentor is the person in the candidate's workplace who is responsible for administrating, supporting and verifying the candidate's clinical development and experience.
- Tutor – the tutor is the key individual representing the course provider arranging/delivering theoretical training and supporting completion of the RoC. The tutor will monitor the completion of the RoC signing work as Satisfactory as appropriate.
- Witness – the witness is the person/persons in the workplace observing the candidate as they carry out the procedures and tasks relevant to the Practical Competence Assessment Sheets (PCAS) and assesses their clinical competence.

RECORD OF COMPETENCE

This RoC is designed to demonstrate the application of knowledge and skills during Fluoride application as outlined in the syllabus for the Award in Fluoride application. Once completed it will provide you with a portfolio of evidence, relevant to your area of practice, to demonstrate your competence in these procedures.

The Record of Competence is in three parts.

Part A: Practical Competence Assessment Sheets (PCAS)

Candidates must complete PCAS to provide evidence of their involvement in the application of Fluoride varnish on patients.

Candidates must complete PCAS to provide evidence of their involvement in the delivery of oral health advice.

This will be witnessed and assessed by a suitably qualified witness with expertise in the skill being assessed. The witness must be registered with a recognised professional body.

The setting should normally be within your own place of work and you must gain hands on practical involvement.

Part C: Supplementary Outcomes

Candidates must complete each of the supplementary outcomes to a level deemed satisfactory by the course provider. The supplementary outcomes will allow the candidates to demonstrate knowledge and understanding of areas of the syllabus in which they may not be able to gain clinical experience or which it may not be possible to assess by other means. The content of the supplementary outcomes will be reviewed regularly by NEBDN.

The supplementary outcomes will be assessed by the course provider to NEBDN marking guides and may be further sampled by NEBDN. Only when it is satisfactory will you be entered for the examination.

Simulations

The use of simulations is not appropriate for this Award.

Written Examination

In addition to completing the RoC, candidates for each qualification are required to undertake the written examination to assess underpinning knowledge and understanding of the entire syllabus. The 30-minute examination will be completed online and is composed of 30 single best answer from 5 multiple choice questions.

RECORD OF COMPETENCE

PART A

PRACTICAL COMPETENCE ASSESSMENT SHEETS

Notes for Guidance

The PCAS are designed to demonstrate evidence of your competent involvement during the treatment of patients during treatment under conscious sedation and patients during recovery from conscious sedation. Involvement in both areas may be demonstrated during the treatment of one patient.

An appropriate witness is **required** to validate each case, grade your performance against 4 competencies and must add feedback.

Template sheets are supplied for you to photocopy. All PCAS should be treated as a contemporaneous record and **MUST** be hand written. That witness **MUST** sign and date the log sheets at their time of completion, or within 14 days to validate them.

Assessment of competence

For each case the candidate's competency must be assessed in line with the GDC domains of professional practice

- 1. Clinical**
The candidate demonstrated knowledge and clinical skills appropriate for the patient's condition and the type of sedation being used
- 2. Professional**
The candidate demonstrated professionalism in his/her duties and effective team working towards the delivery of safe, effective care.
- 3. Communication**
The candidate communicated appropriately, effectively and sensitively with patients, their relatives or carers and colleagues
- 4. Management and Leadership**
The candidate managed themselves and the clinical environment in line with current standards and guidelines.

For each area the performance in the domain should be graded as:

Grade	Criteria
Not yet competent	In the view of the witness, the candidate's skills are not yet adequate in this area to a level you expect from a qualified dental sedation nurse
Competent	In the view of the witness, the candidate's skills meet or exceed the level you would expect from a qualified dental sedation nurse

It is accepted that each witness will have different expectations.

Only PCAS that demonstrate FULL competence will count towards the requirements of the RoC however you may wish to retain any PCAS that do not within your PDP to demonstrate the development of your clinical skills.

For further guidance on the GDC domains of professional practice please see their website:

www.gdc-uk.org/dentalprofessionals/education/pages/dental-team-learning-outcomes.aspx

Providing feedback

To ensure feedback is valid, please share the guidance below with all potential witnesses.

- Witnesses are required to give feedback on each PCAS submitted by the candidate.
- All feedback must be completed using the following guidelines: Include positive comments, as well as negative ones, to affirm that the candidate has done well and is then encouraged to listen further
- Avoid the use of the word 'but' because this negates the previous comment, however positive it was, and often gives the impression that the candidate should 'expect the worst' (substitute with the word 'and' instead)
- Refer to the relevant assessment criteria so that feedback is specific to that assessment process, and the candidate has an idea of 'what they're aiming for' Give specific information on good performance so that this can be built upon for future assessments
- Give specific information on poor performance so that improvement is correctly guided and obstacles to better performance can be overcome
- Raise relevant issues, or ask questions to determine the candidate's knowledge and understanding of the assessment content, to help clarify any misunderstandings and / or lack of knowledge
- Provide feedback within 14 days of the assessment task, so that the candidate's performance is relatively fresh in their mind and they can relate comments effectively. Any PCAS signed outside the 14 days of the activity is deemed invalid (unless accompanied by explanatory statement)
- Provide the opportunity for dialogue so that the candidate can discuss the feedback and any issues, rather than just having to accept it with no comment

SECTION A1 – FLUORIDE VARNISH APPLICATION

Candidates are expected to complete 12 Practical Competence Assessment Sheets covering a range of patient groups.

Range:

- a) Child 3 -10 years old
- b) Young Person 11 -15 years old
- c) Adult 16 years old and over

Requirements:

3 patients from each range
A further 3 patients from any range

Total 12 PCAS

SECTION A2 – DELIVERING ORAL HEALTH ADVICE

Candidates are expected to complete 3 Practical Competence Assessment Sheets covering a range of patient groups.

Range:

- a) Child 3 -10 years old
- b) Young Person 11 -15 years old
- c) Adult 16 years old and over

Requirements:

1 patient from each range

Total 3 PCAS

SECTION B – SUPPLEMENTARY OUTCOMES

Candidates must have completed the required supplementary outcomes in this section. The supplementary outcomes allow the candidate to demonstrate some understanding of other aspects of Fluoride Application.

The supplementary outcomes will be assessed by the course provider to NEBDN marking guides.

The content of the supplementary outcomes will be reviewed regularly by NEBDN but currently include:

- Copy of Basic Life Support Certificate including AED and Choking
- Anaphylaxis
- Delivering Better Oral Health

- Patient information
- Equipment required for a community Fluoride application programme
- Log of relevant eCPD and a Personal Development Plan