|  |
| --- |
| Dental Nurse – End-point Assessment (9752-12) |

**Version 3.2 November 2020**

|  |  |  |
| --- | --- | --- |
| Version and date | Change detail | Section |
| October 2017  | Initial Input of data  | Document  |
| December 2017 | Entry requirements  | Gateway form |
| V2.2 July 2018 | Added 15 months to gateway form and word count to project header | Gateway and all project header forms. |
| V2.3 August 18 | Amendment to Employer and provider declaration paragraph | Gateway form |
| V3.0 June 2019 | Updates to Project Header Declaration forms | From page 7 onwards |
| V3.1 December 2019 | Updated Gateway Declaration form to include gateway requirements | Page 5 |
| V3.2 November 2020 | Gateway From updated | Page5-6 |

Contents

1 Introduction 4

What is in this document 4

How to use forms 4

End-Point Assessment Gateway Declaration Form 5

Level 3 – Dental Nurse – Decontamination – Project Header and Declaration Form 7

Level 3 – Dental Nurse – Decontamination – Project Header and Declaration Form 8

Level 3 – Dental Nurse – Health Promotion – Project Header and Declaration Form 16

Level 3 – Dental Nurse – Health Promotion – Project Header and Declaration Form 17

Level 3 – Dental Nurse – Medical Emergencies – Project Header and Declaration Form 25

Level 3 – Dental Nurse – Medical Emergencies – Project Header and Declaration Form 26

Level 3 – Dental Nurse – Patient Clinical Journey – Project Header and Declaration Form 34

Level 3 – Dental Nurse – Patient Clinical Journey – Project Header and Declaration Form 35

Level 3 – Dental Nurse – Auditing of Clinical Activities – Project Header and Declaration Form 43

Level 3 – Dental Nurse – Auditing of Clinical Activities – Project Header and Declaration Form 44

1. Introduction

### What is in this document

* Gateway Declaration form
* Project Header and Declaration Form

This document must be used alongside the Assessment Pack for Independent End-Point Assessors.

### How to use forms

Training providers/Employers must use the forms provided by City & Guilds in the format laid out in this document.

**Gateway form**

This must be completed with the Apprentice and submitted to City& Guilds as part of the end-point assessment booking process

**Project Header and Declaration Form**

There is a Project Header and Declaration Form for each project theme:

* Task 1a – Decontamination
* Task 1b – Health promotion
* Task 1c – Medical emergencies
* Task 1d – Patient clinical journey
* Task 1e – Auditing for clinical activities

When completing the form, it is important that the following is highlighted:

* Apprentices complete the two columns which are labelled “Apprentice only” (columns 2 and 3). They tick relevant standards which they feel apply to the project. The next column allows them to write any further notes on which parts of the project cover this e.g. it may be their primary research or the conclusions of their report.
* The Project Header and Declaration form lists only the skills, knowledge and behaviours from the Trailblazer Standards that are most likely to be covered by the project theme. If apprentice considers that additional or other knowledge, skills or behaviours are relevant there is section at the end of the form to list these.

End-point assessment gateway declaration form

Please complete this form to confirm that all parties are satisfied that the apprentice has met the gateway requirements and can be put forward for end-point assessment (EPA) with City & Guilds.

|  |  |  |  |
| --- | --- | --- | --- |
| Apprenticeship Standard |  | Apprenticeship start date |  |
| **Apprentice****name** |  | **ULN** (Unique Learner Number) |  |

|  |  |
| --- | --- |
| **Gateway requirement**  | **Achieved? (Yes/No)** |
| A qualification which is approved by the General Dental Council as meeting the requirements for entry to the professional register such as the 5234 City & Guilds Level 3 Diploma in Dental Nursing. |  |
| \* Level 2 Mathematics qualification (or recognised equivalent) |  |
| \*Level 2 English qualification (or recognised equivalent) |  |
|  |  |

*Please add more rows if necessary*

\*Apprentices without level 2 Mathematics and English will need to achieve this level prior to completing their end-point assessment. For those with an education, health and care plan or a legacy statement the Apprenticeships Mathematics and English minimum requirement is Entry Level 3 and British Sign Language qualifications are an alternative to English qualifications for whom this is their primary language.

Providers must submit evidence of achievement to us for each gateway requirement. It is the provider’s responsibility to keep auditable evidence of these requirements. Without appropriate evidence, we will not be able to complete your booking or carry out the EPA. Customers may still be charged.

|  |  |
| --- | --- |
| **Previous EPA** | **Yes / No** |
| Has the apprentice taken any assessments as part of the EPA for this apprenticeship standard with any other EPA organisation? |  |
| **If yes**  |
| Which EPA organisation was this? |  |
| What was the date(s) of the EPA? |  |
| What grade(s) was issued, eg fail / pass / merit / distinction? |  |

**Employer and provider declaration:**

**I confirm that the gateway meeting has been carried out to confirm that the apprentice:**

* **Has achieved all EPA gateway requirements as listed above and has the knowledge, skills and behaviours required by the apprenticeship standard and is eligible for EPA.**
* **Has been employed throughout their apprenticeship.**
* **Has completed a minimum of 12 months and 1 day on-programme before submitting the final gateway evidence to City & Guilds.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** |  | **Date** |  |
| **Training Provider** **(if appropriate)** |  | **Date** |  |

**Apprentice declaration:**

**I confirm that I have gone through a gateway process to check that I am eligible for EPA.**

**I give City & Guilds permission to apply to the Education and Skills Funding Agency, (ESFA) and the Institute for Apprenticeships for the apprenticeship certificate on my behalf when I complete EPA.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |

Providers should submit the completed form to us through the EPA portal. Please refer to the [**Manual for the End-Point Assessment Service**](https://www.cityandguilds.com/~/media/cityandguilds-site/documents/apprenticeships/manual-for-the-end-point-assessment-service%20pdf.ashx) for details, including timeframes.

Level 3 – Dental Nurse – Decontamination – Project Header and Declaration Form

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice |   | Enrolment number |  |

**Apprentice declaration:**

**I confirm that all work submitted is my own, and that I have acknowledged any sources I have used.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Apprentice** |  | **Word count of project excluding references** |  | **Date** |  |

**Line manager declaration:**

**I confirm that all work was conducted under conditions designed to assure the authenticity of the Apprentice’s work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the apprentice**

|  |  |  |  |
| --- | --- | --- | --- |
| **Line manager** |   | **Date** |  |

**Training Provider declaration (if appropriate):**

**I confirm that the evidenced presented by the Apprentice is ready for End-Point Assessment. It is valid, authentic, reliable and current and sufficient to meet the requirements of the relevant standard.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Provider** |  | **Date** |  |

Level 3 – Dental Nurse – Decontamination – Project Header and Declaration Form

|  |  |
| --- | --- |
|  | **Project header form** |
| **Standard reference** | **Tick if applies to project Apprentice** **only** | **Reference parts of the project this applies to Apprentice only**  | **IEPA reference check****IEPA only** | **IEPA comments****IEPA only** |  |
| **4. Knowledge:** Transmission infectious diseases and their prevention |
| 4.1 | The potential routes of transmission of infectious agents in a dental environment and mechanisms for the prevention of infection |  |  |  |   |
| 4.2 | The scientific principles of decontamination and disinfection and relevance to health and safety and current best practice guidelines |  |  |  |   |
| **7. Knowledge:** Legislative compliance |
| 7.1 | The appropriate Health and Safety guidance related to the dental environment and equipment, and how to follow these, including maintenance requirements of equipment and resources. |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 7.2 | Current legislative and statutory requirements relating to personal information, including the recording, storage and protection of personal information |  |  |  |   |
| **8 Knowledge:** The Dental team and GDC Guidelines |
| 8.1 | A thorough understanding of the role and responsibilities of the Dental Nurse and other Dental Care Professionals involved in patient management. |  |  |  |  |
| 8.2 | Legal and ethical responsibilities involved in protecting and promoting the health of individual patients. |  |  |  |   |
| **9. Knowledge: Communication** |
| 9.1 | The methods of communicating with patients, the dental team and members of the wider health care sector. |  |  |  |  |

|  |
| --- |
| **10 Knowledge:** Self-management  |
| 10.1 | Understand principles relating to evidence based approaches to learning, clinical and professional practice and decision making. |  |  |  |  |
| 10.2 | Know consequences of own professional actions, attitudes and behaviours and effects on the dental team, the workplace and public opinion. |  |  |  |  |
| 10.3 | How to assess own capabilities and limitations in the interest of providing high quality patient care seeking and using feedback from colleagues or supervisors where appropriate. |  |  |  |  |
| **12. Skills:** Clinical Skills |
| 12.1 | Prepare and maintain the clinical environment before, during and after dental procedures. |  |  |  |  |
| 12.2 | Prepare records, equipment and resources for all stages of treatment including dental radiography. |  |  |  |  |
| 12.3 | Work in a safe and efficient manner. |  |  |  |  |
| 12.4 | Undertake audits, testing and maintenance of equipment and maintain appropriate records to reflect this. |  |  |  |  |
| 12.5 | Manage and perform effective decontamination and infection control procedures complying with legislative, local and current best practise guidelines. |  |  |  |  |
| 12.6 | Provide chair side support to the operator during clinical dental procedures. |  |  |  |  |
| 12.7 | Prepare, mix and handle dental materials in correct manner whilst ensuring manufacturers’ requirements for storage, usage and disposal are facilitated. |  |  |  |  |
| 12.8 | Record dental charting and oral tissue assessment carried out by other registrants. |  |  |  |  |

|  |
| --- |
| **15. Skills:** Professionalism |
| 15.1 | Act without discrimination, show integrity and be trustworthy at all times. |  |  |  |  |
| 15.2 | Be respectful of patient’s dignity and choices. |  |  |  |  |
| **16. Skills:** Management Skills |
| 16.1 | Manage own performance and development. |  |  |  |  |
| 16.2 | Manage the clinical environment within own scope practice. |  |  |  |  |
| 16.3 | Recognise and comply with the team working requirements in the scope of effectively managing own time and resources. |  |  |  |  |
| **17. Skills:** Communication Skills |
| 17.1 | Communicate with the dental team in relation to the direct care of the individual. |  |  |  |  |
| 17.2 | Implement correct methods of communication for spoken, written and electronic records. |  |  |  |  |
| 17.3 | Have open and effective communication methods with patients and the dental team. |  |  |  |  |

|  |
| --- |
| **18. Behaviours:** Ethical |
| 18.1 | Commitment to the General Dental Council standards for the Dental Team. |  |  |  |  |
| **19. Behaviours:** Professional |
| 19.1 | Reliability, working to high standards. |  |  |  |  |
| 19.2 | A commitment to excellent customer service. |  |  |  |  |
| 19.3 | Effective time management and self- management. |  |  |  |  |
| 19.4 | Appropriate use and storage of confidential information. |  |  |  |  |
| **20. Behaviours:** Commitment |
| 20.1 | A caring approach toward patients and colleagues. |  |  |  |  |
| 20.2 | A commitment to striving for the best at all times. |  |  |  |  |
| **21. Behaviours:** Responsible |
| 21.1 | Take responsibility for own actions and act in accordance with GDC standards |  |  |  |  |
| 21.2 | Act and raise concerns as described in the principles of raising concerns |  |  |  |  |
| 21.3 | Be responsible for own development and currency of skills, knowledge and understanding whilst ensuring current guidelines and best practice guidance is adhered to. |  |  |  |  |
| 21.4 | Take a patient centred approach to working with the dental and wider healthcare team |  |  |  |  |
| 21.5 | Recognise the impact of own personal behaviours and work/act professionally. |  |  |  |  |
| 21.6 | Recognise the signs of abuse or neglect and raise concerns where necessary. |  |  |  |  |
| 21.7 | Implement the processes of informed consent |  |  |  |  |
| 21.8 | Recognise and act upon the legal and ethical responsibilities involved in the protection and promotion of health care to individuals. |  |  |  |  |

|  |
| --- |
| **22. Behaviours:** Reflection and Self-Awareness |
| 22.1 | Awareness of own impact and influence when working with others. |  |  |  |  |
| 22.2 | An awareness of how to get the best from each individual. |  |  |  |  |
| 22.3 | The ability to reflect on own practice to support self-development. |  |  |  |  |
| If applicable, detail any other standards which could apply to the standards |  |
|  | **IEPA only** | **Overall comments, justifications for any grades.** **Plus notes of any themes or areas to follow up in professional discussion** |
|  |

Level 3 – Dental Nurse – Health Promotion – Project Header and Declaration Form

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice |   | Enrolment number |  |

**Apprentice declaration:**

**I confirm that all work submitted is my own, and that I have acknowledged any sources I have used.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Apprentice** |  | **Word count of project excluding references** |  | **Date** |  |

**Line manager declaration:**

**I confirm that all work was conducted under conditions designed to assure the authenticity of the Apprentice’s work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the apprentice**

|  |  |  |  |
| --- | --- | --- | --- |
| **Line manager** |  | **Date** |  |

**Training Provider declaration (if appropriate):**

**I confirm that the evidenced presented by the Apprentice is ready for End-Point Assessment. It is valid, authentic, reliable and current and sufficient to meet the requirements of the relevant standard.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Provider** |  | **Date** |  |

Level 3 – Dental Nurse – Health Promotion – Project Header and Declaration Form

|  |  |
| --- | --- |
|  | **Project header form** |
| **Standard reference** | **Tick if applies to project Apprentice** **only** | **Reference parts of the project this applies to Apprentice only** | **IEPA reference check****IEPA only** | **IEPA comments****IEPA only** |  |
| **3. Knowledge:** Health promotion and disease prevention |
| **3.1** | The basic principles of a population health care approach, including oral and general health care |  |  |  |   |
| **3.2** | Factors than can affect oral and general health care |  |  |  |   |
| **3.3** | Clear understanding of the role of dental professionals and healthcare teams  |  |  |  |  |
| **3.4** | The delivery of oral health care information and preventative information which encourages patent self-care and motivation |  |  |  |  |

|  |
| --- |
| **7. Knowledge:** Legislative compliance |
| **7.1** | The appropriate Health and Safety guidance related to the dental environment and equipment, and how to follow these, including maintenance requirements of equipment and resources. |  |  |  |  |
| **7.2** | Current legislative and statutory requirements relating to personal information, including the recording, storage and protection of personal information |  |  |  |   |
| **8 Knowledge:** The Dental team and GDC Guidelines |
| 8.1 | A thorough understanding of the role and responsibilities of the Dental Nurse and other Dental Care Professionals involved in patient management. |  |  |  |  |
| 8.2 | Legal and ethical responsibilities involved in protecting and promoting the health of individual patients. |  |  |  |   |
| **9. Knowledge: Communication** |
| 9.1 | The methods of communicating with patients, the dental team and members of the wider health care sector. |  |  |  |  |
| **10 Knowledge:** Self-management  |
| 10.1 | Understand principles relating to evidence based approaches to learning, clinical and professional practice and decision making. |  |  |  |  |
| 10.2 | Know consequences of own professional actions, attitudes and behaviours and effects on the dental team, the workplace and public opinion. |  |  |  |  |
| 10.3 | How to assess own capabilities and limitations in the interest of providing high quality patient care seeking and using feedback from colleagues or supervisors where appropriate. |  |  |  |  |
| **11: Skills:** Health Promotion  |
| 11.1 | Advise patients on oral health maintenance. |  |  |  |  |
| 11.2 | Support members of the dental health care team in the delivery of the health care advice and preventative support |  |  |  |  |
| 11.3 | Recognise and comply with national guidance and best practice, and acknowledging local health initiatives. |  |  |  |  |

|  |
| --- |
| 13. **Skills:** Patient Care |
| 13.1 | Recognise and comply with systems and processes to safe patient care. |  |  |  |  |
| 13.2 | Recognise and take into account the needs of different patients throughout the patient care process. |  |  |  |  |
| 13.3 | Contribute to obtaining and recording patient clinical history. |  |  |  |  |
| 13.4 | Monitor, support and reassure patients throughout all aspects and processes. |  |  |  |  |
| 13.5 | Give appropriate patient advice in relation to their needs and treatment plans. |  |  |  |  |
| **15. Skills:** Professionalism |
| 15.1 | Act without discrimination, show integrity and be trustworthy at all times. |  |  |  |  |
| 15.2 | Be respectful of patient’s dignity and choices. |  |  |  |  |

|  |
| --- |
| **16. Skills:** Management Skills |
| 16.1 | Manage own performance and development. |  |  |  |  |
| 16.2 | Manage the clinical environment within own scope practice. |  |  |  |  |
| 16.3 | Recognise and comply with the team working requirements in the scope of effectively managing own time and resources. |  |  |  |  |
| **17. Skills:** Communication |
| 17.1 | Communicate with the dental team in relation to the direct care of the individual. |  |  |  |  |
| 17.2 | Implement correct methods of communication for spoken, written and electronic records. |  |  |  |  |
| 17.3 | Have open and effective communication methods with patients and the dental team. |  |  |  |  |
| **18. Behaviours:** Ethical |
| 18.1 | Commitment to the General Dental Council standards for the Dental Team. |  |  |  |  |

|  |
| --- |
| **19. Behaviours:** Professional |
| 19.1 | Reliability, working to high standards. |  |  |  |  |
| 19.2 | A commitment to excellent customer service. |  |  |  |  |
| 19.3 | Effective time management and self- management. |  |  |  |  |
| 19.4 | Appropriate use and storage of confidential information. |  |  |  |  |
|  **20. Behaviours:** Commitment |
| 20.1 | A caring approach toward patients and colleagues. |  |  |  |  |
| 20.2 | A commitment to striving for the best at all times. |  |  |  |  |
| **21. Behaviours:** Responsible |
| 21.1 | Take responsibility for own actions and act in accordance with GDC standards |  |  |  |  |
| 21.2 | Act and raise concerns as described in the principles of raising concerns |  |  |  |  |
| 21.3 | Be responsible for own development and currency of skills, knowledge and understanding whilst ensuring current guidelines and best practice guidance is adhered to. |  |  |  |  |
| 21.4 | Take a patient centred approach to working with the dental and wider healthcare team |  |  |  |  |
| 21.5 | Recognise the impact of own personal behaviours and work/act professionally. |  |  |  |  |
| 21.6 | Recognise the signs of abuse or neglect and raise concerns where necessary. |  |  |  |  |
| 21.7 | Implement the processes of informed consent |  |  |  |  |
| 21.8 | Recognise and act upon the legal and ethical responsibilities involved in the protection and promotion of health care to individuals. |  |  |  |  |
| **22. Behaviours:** Reflection and Self-Awareness |
| 22.1 | Awareness of own impact and influence when working with others. |  |  |  |  |
| 22.2 | An awareness of how to get the best from each individual. |  |  |  |  |
| 22.3 | The ability to reflect on own practice to support self-development. |  |  |  |  |

|  |  |
| --- | --- |
| If applicable, detail any other standards which could apply to the standards |  |
|  | **IEPA only** | **Overall comments, justifications for any grades.** **Plus notes of any themes or areas to follow up in professional discussion** |
|  |

Level 3 – Dental Nurse – Medical Emergencies – Project Header and Declaration Form

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice |   | Enrolment number |  |

**Apprentice declaration:**

**I confirm that all work submitted is my own, and that I have acknowledged any sources I have used.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Apprentice** |  | **Word count of project excluding references** |  | **Date** |  |

**Line manager declaration:**

**I confirm that all work was conducted under conditions designed to assure the authenticity of the Apprentice’s work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the apprentice**

|  |  |  |  |
| --- | --- | --- | --- |
| **Line manager** |  | **Date** |  |

**Training Provider declaration (if appropriate):**

**I confirm that the evidenced presented by the Apprentice is ready for End-Point Assessment. It is valid, authentic, reliable and current and sufficient to meet the requirements of the relevant standard.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Provider** |  | **Date** |  |

Level 3 – Dental Nurse – Medical Emergencies – Project Header and Declaration Form

|  |  |
| --- | --- |
|  | **Project header form** |
| **Standard reference** | **Tick if applies to project Apprentice** **only** | **Reference parts of the project this applies to Apprentice only** | **IEPA reference check****IEPA only** | **IEPA comments****IEPA only** |  |
| **1. Knowledge:** Dental and regional anatomy |
| 1.1 | A thorough understanding of dental / oral anatomy and physiology |  |  |  |   |
| 2.1 | How to recognise the range and functions of normal human structures |  |  |  |   |
| **6. Knowledge:** Medical Emergencies |
| 6.1 | The role of the first aider and understanding of equipment, record keeping, recommended good practice and maintaining hygiene throughout. |  |  |  |  |
| 6.2 | Recognise and support action to deal with medical emergencies. |  |  |  |   |

|  |
| --- |
| **7 Knowledge:** Legislative compliance |
| 7.1 | The appropriate Health and Safety guidance related to the dental environment and equipment, and how to follow these, including maintenance requirements of equipment and resources. |  |  |  |  |
| 7.2 | Current legislative and statutory requirements relating to personal information, including the recording, storage and protection of personal information |  |  |  |   |
| **8. Knowledge:** The Dental team and GDC Guidelines |
| 8.1 | A thorough understanding of the role and responsibilities of the Dental Nurse and other Dental Care Professionals involved in patient management. |  |  |  |  |
| 8.2 | Legal and ethical responsibilities involved in protecting and promoting the health of individual patients. |  |  |  |  |
| **9. Knowledge:** Communication  |
| 9.1 | The methods of communicating with patients, the dental team and members of the wider health care sector. |  |  |  |  |
| **10. Knowledge:** Self - management |
| 10.1 | Understand principles relating to evidence based approaches to learning, clinical and professional practice and decision making. |  |  |  |  |
| 10.2 | Know consequences of own professional actions, attitudes and behaviours and effects on the dental team, the workplace and public opinion. |  |  |  |  |
| 10.3 | How to assess own capabilities and limitations in the interest of providing high quality patient care seeking and using feedback from colleagues or supervisors where appropriate. |  |  |  |  |
| **13. Skills:** Patient care |
| 13.1 | Recognise and comply with systems and processes to safe patient care. |  |  |  |  |
| 13.2 | Recognise and take into account the needs of different patients throughout the patient care process. |  |  |  |  |
| 13.3 | Contribute to obtaining and recording patient clinical history. |  |  |  |  |
| 13.4 | Monitor, support and reassure patients throughout all aspects and processes. |  |  |  |  |
| 13.5 | Give appropriate patient advice in relation to their needs and treatment plans. |  |  |  |  |
| **14. Skills:** Patient management |
| 14.3 | Communicate with colleagues in relation to the direct care individuals. |  |  |  |  |
| 14.4 | Demonstrate safe, prompt and effective first aid in emergency situations. |  |  |  |  |
| 14.5 | Support patients and colleagues in event of medical emergency. |  |  |  |  |
| **15. Skills:** Professionalism |
| 15.1 | Act without discrimination, show integrity and be trustworthy at all times. |  |  |  |  |
| 15.2 | Be respectful of patient’s dignity and choices. |  |  |  |  |

|  |
| --- |
| **16.Skills:** Management Skills |
| 16.1 | Manage own performance and development. |  |  |  |  |
| 16.2 | Manage the clinical environment within own scope practice. |  |  |  |  |
| 16.3 | Recognise and comply with the team working requirements in the scope of effectively managing own time and resources. |  |  |  |  |
| **17. Skills:** Communication Skills |
| 17.1 | Communicate with the dental team in relation to the direct care of the individual. |  |  |  |  |
| 17.2 | Implement correct methods of communication for spoken, written and electronic records. |  |  |  |  |
| 17.3 | Have open and effective communication methods with patients and the dental team. |  |  |  |  |
|  **18. Behaviours:** Ethical |
| 18.1 | Commitment to the General Dental Council standards for the Dental Team. |  |  |  |  |

|  |
| --- |
| **19. Behaviours:** Professional |
| 19.1 | Reliability, working to high standards. |  |  |  |  |
| 19.2 | A commitment to excellent customer service. |  |  |  |  |
| 19.3 | Effective time management and self- management. |  |  |  |  |
| 19.4 | Appropriate use and storage of confidential information. |  |  |  |  |
| **20. Behaviours:** Commitment |
| 20.1 | A caring approach toward patients and colleagues. |  |  |  |  |
| 20.2 | A commitment to striving for the best at all times. |  |  |  |  |
| **21. Behaviours:** Responsible |
| 21.1 | Take responsibility for own actions and act in accordance with GDC standards |  |  |  |  |
| 21.2 | Act and raise concerns as described in the principles of raising concerns |  |  |  |  |
| 21.3 | Be responsible for own development and currency of skills, knowledge and understanding whilst ensuring current guidelines and best practice guidance is adhered to. |  |  |  |  |
| 21.4 | Take a patient centred approach to working with the dental and wider healthcare team |  |  |  |  |
| 21.5 | Recognise the impact of own personal behaviours and work/act professionally. |  |  |  |  |
| 21.6 | Recognise the signs of abuse or neglect and raise concerns where necessary. |  |  |  |  |
| 21.7 | Implement the processes of informed consent |  |  |  |  |
| 21.8 | Recognise and act upon the legal and ethical responsibilities involved in the protection and promotion of health care to individuals. |  |  |  |  |
| **22. Behaviours:** Reflection and self-Awareness |
| 22.1 | Awareness of own impact and influence when working with others. |  |  |  |  |
| 22.2 | An awareness of how to get the best from each individual. |  |  |  |  |
| 22.3 | The ability to reflect on own practice to support self-development. |  |  |  |  |

|  |  |
| --- | --- |
| If applicable, detail any other standards which could apply to the standards |  |
|  | **IEPA only** | **Overall comments, justifications for any grades.** **Plus notes of any themes or areas to follow up in professional discussion** |
|  |



Level 3 – Dental Nurse – Patient Clinical Journey – Project Header and Declaration Form

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice |   | Enrolment number |  |

**Apprentice declaration:**

**I confirm that all work submitted is my own, and that I have acknowledged any sources I have used.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Apprentice** |   | **Word count of project excluding references** |  | **Date** |  |

**Line manager declaration:**

**I confirm that all work was conducted under conditions designed to assure the authenticity of the Apprentice’s work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the apprentice**

|  |  |  |  |
| --- | --- | --- | --- |
| **Line manager** |  | **Date** |  |

**Training Provider declaration (if appropriate):**

**I confirm that the evidenced presented by the Apprentice is ready for End-Point Assessment. It is valid, authentic, reliable and current and sufficient to meet the requirements of the relevant standard.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Provider** |  | **Date** |  |

Level 3 – Dental Nurse – Patient Clinical Journey – Project Header and Declaration Form

|  |  |
| --- | --- |
|  | **Projectheader form** |
| **Standard reference** | **Tick if applies to project Apprentice** **only** | **Reference parts of the project this applies to Apprentice only** | **IEPA reference check****IEPA only** | **IEPA comments****IEPA only** |  |
| **5. Knowledge:** Materials, equipment and resources |
| 5.1 | Commonly used dental materials and equipment and their uses and applications. |  |  |  |   |
| 5.2 | Correct usage, handling, storage and disposal of materials and equipment in accordance with workplace and legislative requirements. |  |  |  |   |
| 5.3 | How to select correct equipment, materials and instruments for all stages during general chair side procedures. |  |  |  |  |

|  |
| --- |
| **7. Knowledge:** Legislative compliance |
| 7.1 | The appropriate Health and Safety guidance related to the dental environment and equipment, and how to follow these, including maintenance requirements of equipment and resources. |  |  |  |  |
| 7.2 | Current legislative and statutory requirements relating to personal information, including the recording, storage and protection of personal information |  |  |  |   |
| **8 Knowledge:** The Dental team and GDC Guidelines |
| 8.1 | A thorough understanding of the role and responsibilities of the Dental Nurse and other Dental Care Professionals involved in patient management. |  |  |  |  |
| 8.2 | Legal and ethical responsibilities involved in protecting and promoting the health of individual patients. |  |  |  |   |
| **9. Knowledge: Communication** |
| 9.1 | The methods of communicating with patients, the dental team and members of the wider health care sector. |  |  |  |  |
| **10 Knowledge:** Self-management  |
| 10.1 | Understand principles relating to evidence based approaches to learning, clinical and professional practice and decision making. |  |  |  |  |
| 10.2 | Know consequences of own professional actions, attitudes and behaviours and effects on the dental team, the workplace and public opinion. |  |  |  |  |
| 10.3 | How to assess own capabilities and limitations in the interest of providing high quality patient care seeking and using feedback from colleagues or supervisors where appropriate. |  |  |  |  |
| **12. Skills:** Clinical Skills |
| 12.1 | Prepare and maintain the clinical environment before, during and after dental procedures. |  |  |  |  |
| 12.2 | Prepare records, equipment and resources for all stages of treatment including dental radiography. |  |  |  |  |
| 12.3 | Work in a safe and efficient manner. |  |  |  |  |
| 12.5 | Manage and perform effective decontamination and infection control procedures complying with legislative, local and current best practise guidelines. |  |  |  |  |
| 12.6 | Provide chair side support to the operator during clinical dental procedures. |  |  |  |  |
| 12.7 | Prepare, mix and handle dental materials in correct manner whilst ensuring manufacturers’ requirements for storage, usage and disposal are facilitated. |  |  |  |  |
| 13. **Skills:** Patient Care |
| 13.1 | Recognise and comply with systems and processes to safe patient care. |  |  |  |  |
| **15. Skills:** Professionalism |
| 15.1 | Act without discrimination, show integrity and be trustworthy at all times. |  |  |  |  |
| 15.2 | Be respectful of patient’s dignity and choices. |  |  |  |  |

|  |
| --- |
| **16. Skills:** Management Skills |
| 16.1 | Manage own performance and development. |  |  |  |  |
| 16.2 | Manage the clinical environment within own scope practice. |  |  |  |  |
| 16.3 | Recognise and comply with the team working requirements in the scope of effectively managing own time and resources. |  |  |  |  |
| **17. Skills:** Communication Skills |
| 17.1 | Communicate with the dental team in relation to the direct care of the individual. |  |  |  |  |
| 17.2 | Implement correct methods of communication for spoken, written and electronic records. |  |  |  |  |
| 17.3 | Have open and effective communication methods with patients and the dental team. |  |  |  |  |
| **18. Behaviours:** Ethical |
| 18.1 | Commitment to the General Dental Council standards for the Dental Team. |  |  |  |  |

|  |
| --- |
| **19. Behaviours:** Professional |
| 19.1 | Reliability, working to high standards. |  |  |  |  |
| 19.2 | A commitment to excellent customer service. |  |  |  |  |
| 19.3 | Effective time management and self- management. |  |  |  |  |
| 19.4 | Appropriate use and storage of confidential information. |  |  |  |  |
|  **20. Behaviours:** Commitment |
| 20.1 | A caring approach toward patients and colleagues. |  |  |  |  |
| 20.2 | A commitment to striving for the best at all times. |  |  |  |  |
| **21. Behaviours:** Responsible |
| 21.1 | Take responsibility for own actions and act in accordance with GDC standards |  |  |  |  |
| 21.2 | Act and raise concerns as described in the principles of raising concerns |  |  |  |  |
| 21.3 | Be responsible for own development and currency of skills, knowledge and understanding whilst ensuring current guidelines and best practice guidance is adhered to. |  |  |  |  |
| 21.4 | Take a patient centred approach to working with the dental and wider healthcare team |  |  |  |  |
| 21.5 | Recognise the impact of own personal behaviours and work/act professionally. |  |  |  |  |
| 21.6 | Recognise the signs of abuse or neglect and raise concerns where necessary. |  |  |  |  |
| 21.7 | Implement the processes of informed consent |  |  |  |  |
| 21.8 | Recognise and act upon the legal and ethical responsibilities involved in the protection and promotion of health care to individuals. |  |  |  |  |
| **22. Behaviours:** Reflection and Self-Awareness |
| 22.1 | Awareness of own impact and influence when working with others. |  |  |  |  |
| 22.2 | An awareness of how to get the best from each individual. |  |  |  |  |
| 22.3 | The ability to reflect on own practice to support self-development. |  |  |  |  |

|  |  |
| --- | --- |
| If applicable, detail any other standards which could apply to the standards |  |
|  | **IEPA only** | **Overall comments, justifications for any grades.** **Plus notes of any themes or areas to follow up in professional discussion** |
|  |

Level 3 – Dental Nurse – Auditing of Clinical Activities – Project Header and Declaration Form

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice |   | Enrolment number |  |

**Apprentice declaration:**

**I confirm that all work submitted is my own, and that I have acknowledged any sources I have used.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Apprentice** | S  | **Word count of project excluding references** |  | **Date** |  |

**Line manager declaration:**

**I confirm that all work was conducted under conditions designed to assure the authenticity of the Apprentice’s work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the apprentice**

|  |  |  |  |
| --- | --- | --- | --- |
| **Line manager** |  | **Date** |  |

**Training Provider declaration (if appropriate):**

**I confirm that the evidenced presented by the Apprentice is ready for End-Point Assessment. It is valid, authentic, reliable and current and sufficient to meet the requirements of the relevant standard.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Provider** |  | **Date** |  |



Level 3 – Dental Nurse – Auditing of Clinical Activities – Project Header and Declaration Form

|  |  |
| --- | --- |
|  | **Project header form** |
| **Standard reference** | **Tick if applies to project Apprentice** **only** | **Reference parts of the project this applies to Apprentice only** | **IEPA reference check****IEPA only** | **IEPA comments****IEPA only** |  |
| **5. Knowledge:** Materials, equipment and resources |
| 5.1 | Commonly used dental materials and equipment and their uses and applications. |  |  |  |   |
| 5.2 | Correct usage, handling, storage and disposal of materials and equipment in accordance with workplace and legislative requirements. |  |  |  |   |
| 5.3 | How to select correct equipment, materials and instruments for all stages during general chair side procedures. |  |  |  |  |

|  |
| --- |
| **7. Knowledge:** Legislative compliance |
| 7.1 | The appropriate Health and Safety guidance related to the dental environment and equipment, and how to follow these, including maintenance requirements of equipment and resources. |  |  |  |  |
| 7.2 | Current legislative and statutory requirements relating to personal information, including the recording, storage and protection of personal information |  |  |  |   |
| **8 Knowledge:** The Dental team and GDC Guidelines |
| 8.1 | A thorough understanding of the role and responsibilities of the Dental Nurse and other Dental Care Professionals involved in patient management. |  |  |  |  |
| 8.2 | Legal and ethical responsibilities involved in protecting and promoting the health of individual patients. |  |  |  |   |
| **9. Knowledge: Communication** |
| 9.1 | The methods of communicating with patients, the dental team and members of the wider health care sector. |  |  |  |  |
| **10 Knowledge:** Self-management  |
| 10.1 | Understand principles relating to evidence based approaches to learning, clinical and professional practice and decision making. |  |  |  |  |
| 10.2 | Know consequences of own professional actions, attitudes and behaviours and effects on the dental team, the workplace and public opinion. |  |  |  |  |
| 10.3 | How to assess own capabilities and limitations in the interest of providing high quality patient care seeking and using feedback from colleagues or supervisors where appropriate. |  |  |  |  |
| **12. Skills:** Clinical Skills |
| 12.1 | Prepare and maintain the clinical environment before, during and after dental procedures. |  |  |  |  |
| 12.2 | Prepare records, equipment and resources for all stages of treatment including dental radiography. |  |  |  |  |
| 12.3 | Work in a safe and efficient manner. |  |  |  |  |
| 12.4 | Undertake audits, testing and maintenance of equipment and maintain appropriate records to reflect this. |  |  |  |  |
| 12.5 | Manage and perform effective decontamination and infection control procedures complying with legislative, local and current best practise guidelines. |  |  |  |  |
| 12.6 | Provide chair side support to the operator during clinical dental procedures. |  |  |  |  |
| 12.7 | Prepare, mix and handle dental materials in correct manner whilst ensuring manufacturers’ requirements for storage, usage and disposal are facilitated. |  |  |  |  |
| 12.8 | Record dental charting and oral tissue assessment carried out by other registrants. |  |  |  |  |
| **15. Skills:** Professionalism |
| 15.1 | Act without discrimination, show integrity and be trustworthy at all times. |  |  |  |  |
| 15.2 | Be respectful of patient’s dignity and choices. |  |  |  |  |

|  |
| --- |
| **16. Skills:** Management Skills |
| 16.1 | Manage own performance and development. |  |  |  |  |
| 16.2 | Manage the clinical environment within own scope practice. |  |  |  |  |
| 16.3 | Recognise and comply with the team working requirements in the scope of effectively managing own time and resources. |  |  |  |  |
| **17. Skills:** Communication Skills |
| 17.1 | Communicate with the dental team in relation to the direct care of the individual. |  |  |  |  |
| 17.2 | Implement correct methods of communication for spoken, written and electronic records. |  |  |  |  |
| 17.3 | Have open and effective communication methods with patients and the dental team. |  |  |  |  |
| **18. Behaviours:** Ethical |
| 18.1 | Commitment to the General Dental Council standards for the Dental Team. |  |  |  |  |

|  |
| --- |
| **19. Behaviours:** Professional |
| 19.1 | Reliability, working to high standards. |  |  |  |  |
| 19.2 | A commitment to excellent customer service. |  |  |  |  |
| 19.3 | Effective time management and self- management. |  |  |  |  |
| 19.4 | Appropriate use and storage of confidential information. |  |  |  |  |
|  **20. Behaviours:** Commitment |
| 20.1 | A caring approach toward patients and colleagues. |  |  |  |  |
| 20.2 | A commitment to striving for the best at all times. |  |  |  |  |
| **21. Behaviours:** Responsible |
| 21.1 | Take responsibility for own actions and act in accordance with GDC standards |  |  |  |  |
| 21.2 | Act and raise concerns as described in the principles of raising concerns |  |  |  |  |
| 21.3 | Be responsible for own development and currency of skills, knowledge and understanding whilst ensuring current guidelines and best practice guidance is adhered to. |  |  |  |  |
| 21.4 | Take a patient centred approach to working with the dental and wider healthcare team |  |  |  |  |
| 21.5 | Recognise the impact of own personal behaviours and work/act professionally. |  |  |  |  |
| 21.6 | Recognise the signs of abuse or neglect and raise concerns where necessary. |  |  |  |  |
| 21.7 | Implement the processes of informed consent |  |  |  |  |
| 21.8 | Recognise and act upon the legal and ethical responsibilities involved in the protection and promotion of health care to individuals. |  |  |  |  |
| **22. Behaviours:** Reflection and Self-Awareness |
| 22.1 | Awareness of own impact and influence when working with others. |  |  |  |  |
| 22.2 | An awareness of how to get the best from each individual. |  |  |  |  |
| 22.3 | The ability to reflect on own practice to support self-development. |  |  |  |  |

|  |  |
| --- | --- |
| If applicable, detail any other standards which could apply to the standards |  |
|  | **IEPA only** | **Overall comments, justifications for any grades.** **Plus notes of any themes or areas to follow up in professional discussion** |
|  |

Useful contacts

|  |  |
| --- | --- |
| CentresExam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results | E: centresupport@cityandguilds.com |
| LearnersGeneral qualification information | E: learnersupport@cityandguilds.com |
| Other contactsFor other contacts visit the Contact Us page of our website | W: www.cityandguilds.com/help/contact-us |

About City & Guilds

As the UK’s leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

City & Guilds Group

The City & Guilds Group operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Licence to Practice (land-based qualifications), the Centre for Skills Development (CSD works to improve the policy and practice of vocational education and training worldwide) and Learning Assistant (an online e-portfolio).

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent. However, approved City & Guilds centres and candidates studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

* centre staff may copy the material only for the purpose of teaching candidates working towards a City & Guilds qualification, or for internal administration purposes
* candidates may copy the material only for their own use when working towards a City & Guilds qualification

The Standard Copying Conditions (see the City & Guilds website) also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Published by City & Guilds, a registered charity established to promote education and training

**City & Guilds**

**1 Giltspur Street**

**London EC1A 9DD**

**www.cityandguilds.com**