

DENTAL ASSISTING (DURING GENERAL ANAESTHESIA & CONSCIOUS SEDATION) CERTIFICATE IV

National code: HLT40802 Training package: HLT02
TAFE NSW number: 17022

Overview

At the completion of this qualification, students will be able to assist the dentist with dental treatment during procedures requiring general anaesthesia and conscious sedation.

Areas covered in this course include:

- preparing the patient for oral health care procedures under general anaesthesia
- preparing the patient for oral health care procedures during conscious sedation
- assisting in the recovery of the patient following general anaesthesia
- assisting in the recovery of the patient following conscious sedation
- assisting in providing life-sustaining support in emergency situations
- selecting and preparing equipment, instruments, materials and medicaments applicable to oral health care procedures under general anaesthesia
- selecting and preparing equipment, instruments, materials and medicaments applicable to oral health care procedures during conscious sedation.

This qualification is accredited under the Australian Qualifications Framework (AQF), a nationally agreed framework which identifies the qualifications available in three sectors of education: schools, vocational education and training, and higher education.

Vocational outcomes

With this qualification you will be able to apply for jobs assisting dentists who treat patients whilst undergoing general anaesthesia and conscious sedation.

Entry requirements

Students applying to enrol in this qualification must have completed Certificate III in Dental Assisting and must have access to a dental practice.

International students require an overall score of 5.5 IELTS (International English Language Testing System) or equivalent.

This qualification is open to practising dental assistants who are employed in a dental environment. **Learners must be able to get work experience within a dental surgery, day clinic or hospital environment where general anaesthesia and conscious sedation takes place. A qualified supervisor within any of these environments must pledge their support allowing the dental assistant to observe the processes that take place during the administering of general anaesthesia and conscious sedation.**

Please enclose with your enrolment application, photocopies of your Certificate III in Dental Assisting which has been certified by a Justice of the Peace as having sighted the original.

All students are required to complete and submit the attached forms:

- *Proof of Workplace Experience form*
- *Prohibited Employment Declaration form*
- *Other Payment Form*

Enrolment applications will automatically be declined if forms are incomplete.

Most usually, supervisors of NSW Department of Health Dental Clinics require students on work placement experience to be immunised against Hepatitis B. Some supervisors may also require students to provide evidence of successful immunisation before accepting them for work placement experience.

Many dentists in private practice may also require students to be immunised against Hepatitis B.

The TAFE NSW fee and charges

The **annual** TAFE NSW fee and the full OTEN Student Materials and Handling Charge apply when enrolling with OTEN before 31 May 2007. OTEN allows you to '*study @ your own pace*', so we recommend that you pay the 2007 annual TAFE NSW fee for your course when you apply to enrol.

Annual TAFE NSW fee	\$816
OTEN Student Materials and Handling Charge	\$50

You may choose to pay the 2007 annual TAFE NSW fee in two **equal** instalments. The first instalment and the full OTEN Student Materials and Handling Charge are paid on enrolment. TAFE NSW will send you an invoice for payment of the second instalment which **must** be paid by 31 May 2007. This instalment must be paid regardless of the month you enrol and the amount of study you have completed prior to 31 May 2007.

If you enrol after 31 May 2007, you need to pay the mid year rate for the TAFE NSW fee of \$408 plus the full OTEN Student Materials and Handling Charge.

No matter which month of the year you enrol, if you have not finished all of your units/modules to complete your qualification by 15 November, you will need to re-enrol and pay the TAFE NSW fee and the OTEN Student Materials and Handling Charge again for the next OTEN academic year.

Other associated costs:

You will need to buy an additional textbook (approximate cost \$100).

Additional reference materials are listed in your learning materials.

If you are a Temporary Visa Holder and you are eligible to enrol, you may need to pay additional tuition fees depending on your visa subclass number. Go to the *Students on Visas* page on our website www.tafensw.edu.au/oten for more information or phone Course Information on (02) 9715 8333 or 1300 362 346.

This qualification is suitable for study if you reside overseas. However if you are not an Australian citizen or Australian permanent resident, you will need to pay commercial fees. Details of fees are available on the *Overseas Students* page on the OTEN website at www.tafensw.edu.au/oten

Although the course is suitable for overseas students, you are required to attend the 2 practical sessions of this course in Australia.

There are compulsory residential and/or practical components as part of this course. You will be required to pay these costs in addition to your payment of the TAFE NSW fee and the OTEN Student Materials and Handling Charge. This payment should be made at the time of enrolment.

Duration

This qualification has a duration of 100 nominal hours.

Most OTEN students would find that they have to do extra hours of study for this qualification due to the nature of distance education.

Students need to complete this qualification within 1 year.

An extension to the OTEN qualification completion time may be available in special circumstances. Students will need to apply in writing to their teaching section.

Centrelink

This qualification may not be appropriate for students who wish to receive a student payment from Centrelink. You will need to discuss the qualification duration with Centrelink.

If you receive a Centrelink student payment to study, you are expected to **complete** your course within the **time allocated by Centrelink**. This time may be less than the time OTEN allows. You are also required to show consistent and regular **progress** through your course, and complete units/modules regularly throughout your enrolment. If not, you may incur a Centrelink debt which you will have to pay.

Conditions of enrolment

It is a condition of your enrolment with OTEN that you actively participate in your studies. Active participation is: submitting assignments, attending practical sessions if applicable, completing units/modules, applying for recognition, sitting tests and exams, or making satisfactory progress in tutorial support.

If you do not participate in your studies, future enrolment applications may be declined.

Structure

There are 2 units/modules in this qualification.

To complete this qualification the units/modules must be completed within the defined duration. You will need to plan your study to ensure you progressively enrol and complete all required units/modules within this time.

All of the units/modules are compulsory.

The qualification is completed by:

- studying at home at your own pace
- attendance at 2 compulsory practical sessions of 2 - 3 days duration and workplace experience.

The practical sessions will be held at OTEN's dental facility in Randwick. Also, during the first practical, one day will be spent at the Medical Simulation Centre located at Royal North Shore Hospital, St Leonards.

All of the units/modules needed to complete this qualification are available through OTEN.

You can request additional units/modules to be added to your current enrolment up until September this academic year, as you progressively complete the units/modules you are initially enrolled into. Ring your teacher to order more units/modules.

The course has been developed to enable learners to satisfy the requirements for the qualification by completing the following groups of units/modules:

Module No	Unit of Competence	Name	Hrs
17022A	HLTDA8A Assist in oral health care procedures during general anaesthesia	Oral Health Care during General Anaesthesia	45
17022B	HLTDA9A Assist in oral health care procedures during conscious sedation	Oral Health Care during Conscious Sedation	55

Recognition

TAFE NSW recognises the skills and knowledge that you have gained through previous studies, work and life experiences. If you are granted recognition in a unit/module, you do not have to study that unit/module.

For a recognition pack, contact our **Recognition Helpdesk**.

- Ph: (02) 9715 8486 or 1300 362 165
- Email: oten.recognitionhelp@tafensw.edu.au

Please note: Some industries have their own legislative or licensing requirements. TAFE NSW recognition does not apply to these.

Embedded qualifications

This course does not have embedded qualifications.

Learning materials

OTEN will provide learning materials in this qualification in the form of:

- a study guide that has been written to a textbook or other specified learning materials.

You will also need to buy additional text books.

See "Other associated costs" under The TAFE NSW fee and charges.

Assessment

Assessment for this qualification is by:

- 2 (two) practical assessments
- 2 (two) written tests
- written report/presentation from 2 clinical observations.

You will receive more information about assessment in the *Assessment Guide* for each unit.

For further assistance

The Counselling and Careers Services at OTEN may be able to help you to:

- clarify your career or educational goals
- choose an appropriate course (or courses) to achieve these goals.

Contact Counselling and Careers on
Ph: (02) 9715 8446 or 1300 655 993.

OTEN also provides assistance through the:

- Disabilities Unit Ph: 1300 362 890
- Aboriginal Student Support and Development Unit Ph: 1300 362 890
- Multicultural Education and Support Unit Ph: 1800 637 535.

Related courses

OTEN also offers:

- 3053 Certificate III in Dental Assisting
- 3056 Certificate IV in Dental Assisting (Oral Health Education)
- 3054 Certificate IV in Dental Assisting (Radiography)
- 24044 TAFE Plus Statement in Dental Assisting (Pouring Dental Impressions).

To apply to enrol

It is important to read this Course Information Leaflet carefully, as well as the OTEN Course and Career Guide.

Complete the OTEN enrolment application form.

Complete the following attachments:

- *Proof of Workplace Experience form*
- *Prohibited Employment Declaration form*
- *Other Payment Form.*

Attach your payment by cheque or money order, or include your credit card details to pay the TAFE NSW fee, the OTEN Student Materials and Handling Charge and any other associated costs and send to:

OTEN
Locked Bag 2012
Strathfield NSW 2135

For security reasons we do not accept cash.

Enquiries

For further information on this qualification, call the **Dental Technology teaching section**

Ph: (02) 9715 8533 or 1300 652 947
Email: oten.dental@tafensw.edu.au

Course information

Ph: (02) 9715 8333 or 1300 362 346
Fax: (02) 9715 8445
Email: oten.courseinfo@tafensw.edu.au

Enrolment into most courses is open until early August. However, courses may be closed before this date if places are filled. For the latest information on course availability visit the OTEN website www.tafensw.edu.au/oten

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