



## **NATIONAL EXAMINING BOARD FOR DENTAL NURSES**

### **NATIONAL CERTIFICATE EXAMINATION**

# **PROSPECTUS**

108-110 LONDON STREET  
FLEETWOOD  
LANCASHIRE  
FY7 6EU

[www.nebdn.org.uk](http://www.nebdn.org.uk)  
TEL: 01253 778417  
FAX: 01253 777268

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## **NATIONAL EXAMINING BOARD FOR DENTAL NURSES**

### **OBJECTIVE**

#### **TO ADVANCE THE EDUCATION OF DENTAL NURSES FOR THE BENEFIT OF THE PUBLIC**

##### **NEBDN undertakes this duty by:-**

- setting examinations for Dental Nurses which reflect the needs of patients and the profession;
- publishing syllabuses of study for the examinations set by the Organisation for the benefit of candidates and trainers;
- encouraging eligible candidates to sit for examinations set by the Organisation;
- issuing Certificates and qualification badges to successful candidates;
- managing quality assurance systems to ensure that the standards of the qualifications are maintained;
- liaising with other bodies to promote the education and qualification for Dental Nurses.

# NATIONAL EXAMINING BOARD FOR DENTAL NURSES

## NATIONAL CERTIFICATE EXAMINATION

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# NATIONAL EXAMINING BOARD FOR DENTAL NURSES

## 1. PROFILE

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***NEBDN***

Since its inception in 1943 the National Examining Board for Dental Nurses (NEBDN), which is a registered charity managed by a board of trustees, has become the most widely recognised awarding body for dental nurses in the United Kingdom. The Head Office and administrative staff are based in Fleetwood, Lancashire.

***Panel of Examiners***

The Panel of Examiners (see Insert Sheet 1) is made up of registered dental care professionals (DCPs) and dentists who have been qualified for more than four years and demonstrate an active involvement in and commitment to the training and qualification of dental nurses. On appointment examiners are required to undergo a residential induction and training programme before examining.

There are currently almost 400 members of the Panel of Examiners with the largest proportion coming from general dental practices. The policy and procedures in relation to examinations are determined by a Qualifications Council of elected members with representation from the British Association of Dental Nurses, British Dental Association and the Association of Dental Hospitals. The Board also has an educational adviser to ensure the awards develop in line with current education and training principles.

Individual examinations are the responsibility of Qualifications Committees comprised of Panel members with appropriate knowledge and expertise to set examination papers and moderate and verify results.

***National Certificate***

The National Certificate is one of the qualifications approved by the General Dental Council (GDC) for statutory registration which becomes mandatory for all dental nurses from 31 July 2008. The GDC is the organisation which protects the public by regulating dentists and dental care professionals in the United Kingdom. Under GDC regulations, unqualified dental nurses may only work under supervision as trainees provided they are enrolled on a theoretical training course at an approved training centre.

# NATIONAL EXAMINING BOARD FOR DENTAL NURSES

## 1. PROFILE

### ***Post- Registration Awards***

As well as the National Certificate, NEBDN offers the following post-registration awards for dental nurses who are registered with the GDC and who undertake specific roles requiring further skills and knowledge.

#### **Certificate in Oral Health Education**

This award tests the practical skills and theoretical knowledge necessary for the provision of oral health education in dental practice in a one to one situation or in small groups.

#### **Certificate in Dental Sedation Nursing**

This award tests the practical skills and theoretical knowledge necessary for the dental nurse assisting in the surgery during routine conscious sedation. The examination is only suitable for candidates engaged in this type of work on a regular basis.

#### **Certificate in Special Care Dental Nursing**

This qualification is suitable for dental nurses who assist during the treatment of people whose health and social care needs may require special oral health care provision.

#### **Certificate in Orthodontic Nursing**

This qualification is suitable for dental nurses who assist in orthodontic procedures.

#### **Certificate in Dental Radiography**

This qualification is suitable for dental nurses who are required to X-ray patients under the direction of a dentist and in accordance with the Ionising Radiation (Medical Exposure) Regulations 2000 (IR(ME)R 2000).

Prospectuses and further details on the above awards are available from the Qualifications Administrator, NEBDN, 108-110 London Street, Fleetwood, Lancashire, FY7 6EU.

*The National Examining Board for Dental Nurses aims to provide equality of opportunity for all without hindrance because of race, gender, sexual orientation, disability, age or socio-economic background.*

# NATIONAL CERTIFICATE EXAMINATION

## 2. INFORMATION FOR CANDIDATES

### ***Regulations and entry requirements***

In order to be awarded the qualification, a candidate must complete the equivalent of 24 months full-time employment as a dental nurse in addition to passing the National Certificate Examination.

In order to enter the National Certificate Examination, a candidate must:

- a) be in employment as a trainee dental nurse
- b) undertake a theoretical course of training at an NEBDN accredited centre
- c) complete a Record of Experience requiring the support of a dentist who will be required to validate workplace activities

### ***Syllabus***

The Syllabus for the National Certificate (see pages 8-20) complies with the dental nurse curriculum developed by the General Dental Council and detailed in the document 'Developing the Dental Team' published in September 2004. It details those areas of knowledge and understanding which a dental nurse needs to develop in order to practise competently. Therefore much of the examination is based on the candidate being able to apply the knowledge in a practical setting.

As the level of knowledge required for the examination is commensurate with that of a dental nurse having 24 months full-time practical experience, candidates are strongly advised not to enter for the examination until they have completed at least a substantial proportion of this time.

### ***Accredited training centres***

The majority of accredited dental nurse training takes place in colleges of further education, dental hospitals, primary care trusts (PCTs) or private training organisations (insert sheet 2). It is also permissible for an individual dental practice to provide in-house training in both the practical and theoretical aspects for its dental nurses provided it is accredited by NEBDN. Information on the standards and accreditation process is available on request from the NEBDN Quality Assurance Co-ordinator at NEBDN Head Office.

Trainee dental nurses and/or their employers should ensure a training centre has NEBDN accreditation before enrolment by asking to see their Certificate of Accreditation.

# NATIONAL CERTIFICATE EXAMINATION

## 2. INFORMATION FOR CANDIDATES

### *Record of Experience*

The Record of Experience for the National Certificate is made up of 5 units, each with its own learning outcomes, covering various work-based areas of the syllabus. It is only available to students of NEBDN accredited training centres/practices at the request of tutors and, by purchasing it, a student reserves a place for a particular examination.

The Record of Experience must be completed prior to entry to the examination and the areas of the syllabus covered by each unit of the Record of Experience are:

- Unit 1            Preparation of the clinical environment  
                     Management and maintenance of the clinical environment  
                     Sterilisation process  
                     Disinfecting impressions
- Unit 2            Assisting in preventive techniques  
                     Booking dental appointments
- Unit 3            Assisting in clinical assessments  
                     Assisting in the taking of radiographs  
                     Processing and mounting radiographs
- Unit 4            Assisting in cavity restoration procedures  
                     Assisting in endodontic procedures  
                     Assisting in the preparation and fitting of both a fixed prosthesis  
                     and a removable prosthesis
- Unit 5            Assisting in an extraction procedure  
                     Setting up a local anaesthetic syringe

In addition, each unit has a set of variable 'supplementary outcomes' to be completed, as well as a case study of between 1000 and 1500 words focussing on the role of the dental nurse during a chairside procedure.

# NATIONAL CERTIFICATE EXAMINATION

## 2. INFORMATION FOR CANDIDATES

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***Examination  
Dates***

The Examination is held on the third Saturday of May and November each year in major cities such as Belfast, Birmingham, Bristol, Edinburgh, Glasgow, Leeds, Liverpool, London, Manchester, Newcastle and Nottingham and also in towns such as Aldershot and Plymouth.

***Closing dates  
and fees***

The latest dates for the acceptance of application forms and fees are 1 March and 1 September respectively. Details of the current examination entry fee accompany the application form. Alternatively this can be obtained from the Qualifications Administrators at NEBDN Head Office.

***Results***

All candidates will receive their results by post in July for the May Examination and January for the November Examination. In line with other professional qualifications, individual pass grades are not given. However candidates demonstrating a high standard of knowledge and practical competence receive a Merit award whilst those with an outstanding performance in all sections of the examination receive a Distinction award. In addition, the top three candidates each year receive special Gold, Silver and Bronze Awards as detailed on Insert Sheet 3.

***Certification***

Certificates are issued by post within 6 weeks of the publication of results to successful candidates who have completed the 24 months full-time chairside experience at the date of the examination. Successful candidates who have not completed the 24 months must return the certification form issued with their result immediately upon completion in order to receive their certificate and register with the GDC.

***Qualification  
badges and  
belts***

Qualified dental nurses holding the National Certificate are entitled to wear a qualification badge and belt. These may be purchased from NEBDN using the order form supplied either with the examination result or following completion of the stipulated 24 months. The badge inscription which is shown on the cover of this Prospectus is translated "Let us be known by our actions".

***Statutory  
registration***

Information on registering with the GDC is issued to successful candidates with examination results or on the certification of the necessary 24 months full-time employment.

# NATIONAL CERTIFICATE EXAMINATION

## 3. STRUCTURE OF THE EXAMINATION

### *Assessment and Verification*

NEBDN continually monitors and reviews the structure of the qualification to ensure that it meets current educational requirements and the needs of the profession. To ensure that each candidate is given every opportunity to pass, candidates are assessed on each part of the examination by at least two members of the Panel of Examiners and the results of each individual examination centre moderated by a Presiding Examiner. The results from all the centres are then verified by the Qualification Committee.

### *Format*

The National Certificate Examination consists of **5** sections and candidates are required to pass all 5 sections. However a borderline failure in one section can be compensated by a good pass in another section.

### *Section 1*

#### **1. WRITTEN PAPER - PART A:**

- i. 15 Multiple-choice questions
- ii. A diagram and short questions
- iii. Short-answer questions
- iv. Charting questions

*Candidates are advised to spend not more than 30 minutes on Part A.*

### *Section 2*

#### **2. WRITTEN PAPER - PART B:**

Four conventional-type questions from a selection of five. Candidates are advised that:

- all four answers carry equal marks;
- most of the questions consist of more than one part;
- pure essays are not necessary;
- neatly laid out note-form answers with sub-headings are acceptable;
- diagrams wherever relevant are acceptable.

*Candidates are advised to allow at least 1½ hours for Part B.*

*Two hours in total are allowed for the completion of the two Written papers which are usually held from 9.30 am to 11.30 am on the examination day.*

# NATIONAL CERTIFICATE EXAMINATION

## 3. STRUCTURE OF THE EXAMINATION

### *Section 3*

### **3. SPOTTER TESTS**

In the Spotter the candidate is asked to identify in full 20 items arranged in groups of 4. The candidate may pick up any item to examine it but must replace it carefully in its original position. Shortened terms often used in daily practice (eg Cryer's) are not sufficient for examination purposes and full marks would only be awarded for "Cryer's elevator".

*1 minute is allowed for each group of 4.*

### *Section 4*

### **4. PRACTICAL**

Candidates are required to carry out 2 practical tasks from a selection of 4 tests. Candidates are advised that:

- if they are uncertain of the scope of the tests or the equipment available, they should ask the examiner for clarification;
- examiners may ask relevant questions during the tests;
- they could be asked to repeat a test;
- refusal to carry out a chosen test will gain no marks.

### *Section 5*

### **5. ORAL**

Candidates undergo oral questioning to assess their depth of knowledge and understanding.

*13 minutes are allowed for the Practical/Oral - up to 5 minutes for the Practical tests and the remainder of the 13 minutes for the Oral.*

*The Spotter, Practical and Oral sections take place on the afternoon of the examination day.*

# NATIONAL CERTIFICATE EXAMINATION

## 4. SYLLABUS

### *Introduction*

Dental nurses support other members of the oral health care team across the full range of dental treatment. Consequently the scope of the syllabus for dental nursing is very wide. The topics covered in the National Certificate are:

1. Health and Safety and Infection Control in the Workplace
2. Emergencies in the Clinical Environment
3. Legal and Ethical Issues in the Provision of Dental Care
4. Anatomical Structures and Systems Relative to Dental Care
5. Oral Disease and Pathology
6. Patient Care and Management
7. Assessing Patients' Oral Health Needs and Treatment Planning
8. Oral Health Promotion and Preventive Dentistry
9. Restorative Dentistry
10. Oral Surgery
11. Orthodontic Procedures
12. Dental Drugs, Materials, Instruments and Equipment
13. Pain and Anxiety Control in Dentistry
14. Radiography
15. Communication

### *Scope of Award*

The syllabus details those areas of knowledge and understanding which a dental nurse needs to develop in order to be able to practise competently. Therefore much of the examination is based on the candidate being able to apply the knowledge in a practical setting.

Each of the sections begins with words such as describe, explain, demonstrate or identify. These indicate the depth of understanding which is required and will form the basis of how the assessment is made in the examination.

# NATIONAL CERTIFICATE EXAMINATION

## 4. SYLLABUS

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***Scope of  
Award  
continued***

The scope (ie breadth) of the syllabus is given in the detail of each of the headings and sub-headings (eg by stating the particular legislation which needs to be covered, or the different dental procedures included).

Candidates will be assessed across the whole of the syllabus.

***Note***

*The legislation referred to throughout the Syllabus is as relevant in the United Kingdom. Where regulations may be different (eg in the Republic of Ireland) the general principles or appropriate legislation should be referred to and will be acceptable in an answer.*

# NATIONAL CERTIFICATE EXAMINATION

## 4. SYLLABUS

### SECTION 1

### HEALTH AND SAFETY AND INFECTION CONTROL IN THE WORKPLACE

- 1.1** Describe the following aspects of current health and safety legislation and regulation in the workplace in relation to own and other team members' responsibilities:
- 1.1.1 risk assessment and the Health & Safety at Work Act
  - 1.1.2 Fire Precaution (Workplace) Regulations
  - 1.1.3 Health & Safety (First Aid) Regulations
  - 1.1.4 Control of Substances Hazardous to Health Regulations (COSHH)
  - 1.1.5 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
  - 1.1.6 Environmental Protection Act
  - 1.1.7 Special Waste & Hazardous Waste Regulations
- 1.2** Describe own and other team members' responsibilities in relation to:
- 1.2.1 avoiding hazards and taking precautions in the dental environment
  - 1.2.2 the safe disposal of clinical waste, sharps and hazardous chemicals
  - 1.2.3 working with hazardous and non hazardous waste
- 1.3** Describe infectious diseases, their agents and routes of transmission and methods for preventing cross infection.
- 1.4** Explain:
- 1.4.1 the principles and methods of sterilisation, disinfection and aseptic techniques
  - 1.4.2 types of micro-organisms, the meaning and significance of the terms pathogens and non pathogens
  - 1.4.3 the principles of Universal Precautions
- 1.5** Explain how personal protection measures are used to control infection.
- 1.6** Explain how the clinical environment should be prepared and maintained prior to, during and after treatment sessions.
- 1.7** Describe and demonstrate the safe disposal of dental instruments, sharps and equipment, and out-of-date drugs and materials.

# NATIONAL CERTIFICATE EXAMINATION

## 4. SYLLABUS

### SECTION 2

#### EMERGENCIES IN THE CLINICAL ENVIRONMENT

- 2.1** Describe the signs and symptoms of common emergencies and explain the actions to be taken should the following particular events occur:
- 2.1.1 faint
  - 2.1.2 cardiac arrest
  - 2.1.3 respiratory arrest
  - 2.1.4 asthmatic attack
  - 2.1.5 epileptic seizure
  - 2.1.6 diabetic coma
  - 2.1.7 angina/myocardial infarction
  - 2.1.8 dental haemorrhage
- 2.2** Identify the hazards associated with the use of drugs and their interaction with other medicaments in dentistry.
- 2.3** Describe the records which have to be kept in the event of a health emergency and explain the reasons for this.
- 2.4** Demonstrate knowledge of first aid.

### SECTION 3

#### LEGAL AND ETHICAL ISSUES IN THE PROVISION OF DENTAL CARE

- 3.1** Describe the following aspects of current legal and ethical legislation and regulation in the workplace in relation to own and other team members' responsibilities:
- 3.1.1 General Dental Council - Standards Guidance
  - 3.1.2 Dentists Act 1984 (Amendment) Order 2005
  - 3.1.3 Access to Health Records
  - 3.1.4 Freedom of Information Act
  - 3.1.5 Department of Health guidance
  - 3.1.6 Data Protection Act
  - 3.1.7 Caldicott Regulations
- 3.2** Explain what is meant by the term 'valid consent' and discuss related issues for different patients.
- 3.3** Explain the reasons for, and methods of, maintaining confidentiality in relation to:
- 3.3.1 duty of care for patients in relation to records and treatment
  - 3.3.2 colleagues
  - 3.3.3 the employing organisation

# NATIONAL CERTIFICATE EXAMINATION

## 4. SYLLABUS

### **SECTION 3** **continued**

- 3.4** Describe the importance of Data Protection and access to patient records in relation to own and other team members' responsibilities.
- 3.5** Describe the importance of keeping up-to-date patient records, the medico-legal implications and handling of complaints.
- 3.6** Describe how the practice of dentistry is regulated and how these regulations affect own role and that of other members of the oral health care team in:
- 3.6.1 responsibility
  - 3.6.2 registration
  - 3.6.3 reporting
  - 3.6.4 delegation
  - 3.6.5 professional relationships
- 3.7** Demonstrate understanding of dental nurses' responsibilities in relation to continuing professional development and lifelong learning.

### **SECTION 4**

#### **ANATOMICAL STRUCTURES AND SYSTEMS RELATIVE TO DENTAL CARE**

- 4.1** Have knowledge of the function and structure of general anatomy as relevant to dental nursing:
- 4.1.1 the circulatory system
  - 4.1.2 the respiratory system
  - 4.1.3 the digestive system
- 4.2** Describe:
- 4.2.1 the basic structure of the oral cavity including the:
    - nerve and blood supply of the teeth and supporting structures
    - mandible and maxilla
    - muscles of mastication
    - salivary glands
  - 4.2.2 the structure and morphology of deciduous teeth and their eruption dates
  - 4.2.3 the structure and morphology of permanent teeth and their eruption dates
  - 4.2.4 the structure of supporting tissues in the oral cavity
  - 4.2.5 the functions of teeth

# NATIONAL CERTIFICATE EXAMINATION

## 4. SYLLABUS

### **SECTION 5**

#### **ORAL DISEASE AND PATHOLOGY**

- 5.1** Describe the inflammatory process and the effects of the disease process in all patients including elderly people and children on:
- 5.1.1 hard dental tissues
  - 5.1.2 supporting dental tissues
  - 5.1.3 other areas of the oral cavity
- 5.2** Describe the aetiology and progression of:
- 5.2.1 dental caries
  - 5.2.2 periodontal disease
  - 5.2.3 other oral diseases including tooth surface loss such as erosion, attrition and abrasion
- 5.3** Describe micro-organisms and their role in the disease process, especially those associated with:
- 5.3.1 dental caries
  - 5.3.2 periodontal disease
  - 5.3.3 other oral diseases
- 5.4** Know the aetiology in the progression of oral cancer.

### **SECTION 6**

#### **PATIENT CARE AND MANAGEMENT**

- 6.1** Describe and demonstrate effective ways of providing chairside support in all clinical procedures to:
- 6.1.1 patients
  - 6.1.2 other members of the oral health care team
- 6.2** Describe the special care needs which different patients may have and how these needs can be met effectively
- 6.2.1 young patients
  - 6.2.2 elderly patients
  - 6.2.3 patients with medical problems
  - 6.2.4 patients with disabilities
- 6.3** Understand the social, cultural, environmental and psychological factors that can affect patient management.

# NATIONAL CERTIFICATE EXAMINATION

## 4. SYLLABUS

### **SECTION 6** **continued**

- 6.4** Explain effective ways of dealing with anxious and vulnerable patients.
- 6.5** Describe and demonstrate effective ways of providing emergency dental care.
- 6.6** Be familiar with the problems of drug abuse and its effects in dentistry.

### **SECTION 7**

#### **ASSESSING PATIENTS' ORAL HEALTH NEEDS AND TREATMENT PLANNING**

- 7.1** Describe the reasons for recording personal details of patients and effective methods that can be used.
- 7.2** Demonstrate effective methods of recording medical, dental and relevant social details of patients:
  - 7.2.1 UK - National Health Service Chart
  - 7.2.2 International Dental Federation (FDI)
  - 7.2.3 Information Technology
  - 7.2.4 other international charts
- 7.3** Demonstrate effective methods of recording soft tissue conditions using periodontal charts.
- 7.4** Describe the importance of discussing, explaining and recording different treatment options with the patient, including the cost implications and the patients NHS or other welfare entitlement.
- 7.5** Describe the maintenance of study models and diagnostic reports.
- 7.6** Be familiar with how referral procedures work locally.

# NATIONAL CERTIFICATE EXAMINATION

## 4. SYLLABUS

### **SECTION 8**

### **ORAL HEALTH PROMOTION AND PREVENTIVE DENTISTRY**

- 8.1** Describe how diet may affect oral health, including non carious tooth surface loss.
- 8.2** Describe how the dental team can help a patient to improve their oral condition.
- 8.3** Describe and demonstrate methods/aids that can be used in maintaining oral hygiene.
- 8.4** The prevention and control of periodontal diseases and dental caries covers:
- observing/monitoring the hard and soft tissues
  - applying fissure sealants
  - the use of antimicrobial agents
  - scaling (hand and ultrasonic)
  - polishing
  - topical and systemic fluorides

For each of the above:

- 8.4.1 identify the instruments and equipment used in the procedure, and describe their use and order of use during the procedure
- 8.4.2 describe the different stages undertaken during the procedure
- 8.4.3 identify the materials used during the procedure and demonstrate their use
- 8.4.4 explain the pre and post operative treatment care of patients

### **SECTION 9**

### **RESTORATIVE DENTISTRY**

#### **9.1 Cavity preparation**

Explain why cavities are restored and the different ways this may be done:

- provisional restorations
- amalgam restorations
- composite, glass ionomer restorations and compomers
- inlays - gold/porcelain
- veneers

# NATIONAL CERTIFICATE EXAMINATION

## 4. SYLLABUS

### **SECTION 9** **continued**

For each of the above:

- 9.1.1 identify the instruments and equipment used in the procedure, and describe their use and the order of use during the procedure
- 9.1.2 describe the preparation of a cavity prior to restoration
- 9.1.3 identify the materials used during the procedure and demonstrate their use
- 9.1.4 explain the pre and post operative care of patients

### **9.2**     **Endodontics**

Explain the reasons for endodontic treatment and the different procedures that may be used:

- conventional root canal treatment
- apicectomy and retrograde root filling
- pulpotomy/pulpectomy/pulp capping

For each of the above:

- 9.2.1 identify the instruments and equipment used in the procedure, and describe their use and the order of use during the procedure
- 9.2.2 describe the different stages during the procedure and the reasons these are undertaken
- 9.2.3 identify the materials used during the procedure and demonstrate their use
- 9.2.4 explain the pre and post operative care of patients

### **9.3**     **Fixed prostheses**

Explain the reasons for providing fixed prostheses and the different procedures that may be used:

- crowns and bridges, both permanent and temporary
- dental implants

For crowns and bridges:

- 9.3.1 describe their types and uses
- 9.3.2 identify the instruments and equipment used in the procedure, and describe their use and the order of use during the procedure
- 9.3.3 describe the preparation of a tooth prior to construction of a fixed prosthesis
- 9.3.4 describe the laboratory stages required to construct a fixed prosthesis
- 9.3.5 identify the materials used during the procedure and demonstrate their use
- 9.3.6 explain the pre and post operative care of patients.

# NATIONAL CERTIFICATE EXAMINATION

## 4. SYLLABUS

### **SECTION 9** **Continued**

#### **9.4**     **Removable prostheses**

Explain the reasons for providing removable prostheses and why different types may be used:

- full dentures
- partial dentures (metal base & acrylic base)
- immediate dentures
- repairs, relines and additions

For each of the above:

- 9.4.1 describe their types and uses
- 9.4.2 identify the instruments and equipment used in the procedure, and describe their use and the order of use during the procedure
- 9.4.3 describe the surgery procedures required to construct a removable prosthesis
- 9.4.4 describe the laboratory stages required to construct a fixed prosthesis and the need for effective communication with the dental laboratory
- 9.4.5 identify the materials used during the procedure and demonstrate their use
- 9.4.6 explain the pre and post operative care of patients

#### **9.5**     **Periodontal surgery**

Explain why periodontal surgery may be necessary and give details in simple terms of the different types of procedures:

- gingivectomy
- flap operations

For each of the above:

- 9.5.1 describe the procedure in simple terms
- 9.5.2 identify the instruments and equipment used in the procedure
- 9.5.3 identify the materials used during the procedure
- 9.5.4 explain the pre and post operative care of patients

# NATIONAL CERTIFICATE EXAMINATION

## 4. SYLLABUS

### **SECTION 10**

#### **ORAL SURGERY**

Explain why teeth need to be extracted and the complications that may arise during each procedure.

##### **10.1 Extraction of deciduous and permanent teeth**

- 10.1.1 identify the instruments and equipment used in the procedure, and describe their use and the order of use during the procedure
- 10.1.2 describe the post operative problems which may occur and explain how they are treated
- 10.1.3 explain the pre and post operative care of patients

##### **10.2 Minor oral surgical procedures**

- extraction of erupted and partially erupted teeth
- extraction of buried and impacted teeth and roots
- investigation of hard tissue lesions
- investigation of soft tissue lesions
- intra oral suturing

For each of these areas:

- 10.2.1 describe the different minor oral surgery procedures and the different stages within them
- 10.2.2 identify the instruments and equipment used in the procedure, and describe their use and the order of use during the procedure
- 10.2.3 explain the pre and post operative care of patients

### **SECTION 11**

#### **ORTHODONTIC PROCEDURES**

**11.1** Describe the major orthodontic classifications of teeth and jaws.

**11.2** Removable, fixed and functional orthodontic appliances:

- 11.2.1 be aware of each of their different uses
- 11.2.2 accurately record and provide chairside support during assessments
- 11.2.3 provide chairside support during fitting of appliances including selection of instruments
- 11.2.4 pre-treatment care and post-operative instructions

# NATIONAL CERTIFICATE EXAMINATION

## 4. SYLLABUS

### SECTION 12

#### DENTAL DRUGS, MATERIALS, INSTRUMENTS AND EQUIPMENT

- 12.1 Describe the drugs and materials commonly used in dentistry and explain their use.
- 12.2 Demonstrate the correct manipulation of materials commonly used in dentistry.
- 12.3 Describe the hazards associated with materials commonly used in dentistry and explain how to minimise the risks associated with these materials.
- 12.4 Describe the actions to be taken in the case of mercury spillage.
- 12.5 Demonstrate methods of recording, labelling and storing drugs and materials.
- 12.6 Describe the legislation applicable to drugs and materials in dentistry (including their safe disposal) in relation to own and other team members' responsibilities.
- 12.7 Describe and demonstrate the care and maintenance of instruments and equipment used in dentistry.

### SECTION 13

#### PAIN AND ANXIETY CONTROL IN DENTISTRY

- 13.1 Be familiar with management of different forms of facial pain and anxiety control.
- 13.2 Describe:
  - 13.2.1 the different types of local anaesthetic agent and the contents of a local anaesthetic cartridge
  - 13.2.2 the methods of administering local anaesthetic agents
  - 13.2.3 the hazards associated with local anaesthesia
  - 13.2.4 how to treat emergencies associated with local anaesthesia
- 13.3 Be familiar with:
  - 13.3.1 the differences between conscious sedation and general anaesthesia
  - 13.3.2 the regulations which govern the administration of conscious sedation and general anaesthesia
  - 13.3.3 other techniques of anxiety control in dentistry such as hypnosis

# NATIONAL CERTIFICATE EXAMINATION

## 4. SYLLABUS

### SECTION 14

### RADIOGRAPHY

- 14.1** Describe the following aspects of current radiography legislation and regulation in relation to own and the clinical team's responsibilities.
- 14.2** Describe:
- 14.2.1 the use of radiography in assessing oral health needs
  - 14.2.2 the hazards associated with radiation in the dental surgery
  - 14.2.3 the precautions taken to limit radiation hazards
  - 14.2.4 principles and techniques of taking dental radiographs including digital and demonstrate the processing, recording and maintenance of dental radiographs
  - 14.2.5 faults that can occur in processing radiographs
  - 14.2.6 how dental radiographic films and chemicals can be stored safely and demonstrate the care of dental radiographic equipment
  - 14.2.7 the regulations which govern the taking of dental radiographs

### SECTION 15

### COMMUNICATION

- 15.1** Describe and discuss methods of communicating clearly and effectively with patients and colleagues.
- 15.2** Discuss the reception of patients into the dental environment and the role of the dental nurse in this procedure.
- 15.3** Explain how dental appointments can be organised effectively.
- 15.4** Discuss working in a team environment and the role of the dental nurse.
- 15.5** Provide evidence of using information technology.

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# NATIONAL CERTIFICATE EXAMINATION

## 5. USEFUL CONTACTS

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General Dental Council  
37 Wimpole Street  
London W1G 8DQ

Tel: 0845 222 4141

[www.gdc-uk.org](http://www.gdc-uk.org)

British Association of Dental Nurses (BADN)  
and BADN Education Group  
Room 200  
PO Box 4  
Hillhouse International Business Centre  
Thornton Cleveleys  
Lancashire FY5 4QD

Tel: 0870 211 0113 or 01253 338360

[www.badn.org.uk](http://www.badn.org.uk)

British Dental Association  
64 Wimpole Street  
London  
W1G 8YS

Tel: 0207 935 0875

[www.bda.org](http://www.bda.org)

DCP Advisory Board  
Faculty of General Dental Practice  
Royal College of Surgeons  
35-43 Lincoln's Inn Fields  
London WC2A 3PE

Tel: 0207 405 3474

[www.fgdp.org.uk](http://www.fgdp.org.uk)