



University Dental Hospital of Manchester  
The Central Manchester School for Dental Care Professionals

**The City & Guilds  
Level 3 Diploma in Dental Nursing (4238 – 03)**

### Summary

The Central Manchester School for Dental Care Professionals (DCP'S) delivers the City & Guilds Level 3 Diploma in Dental Nursing (4238 – 03) qualification for trainee dental nurses who are working in a dental clinical setting.

### Who is the qualification for?

This qualification has been designed specifically as a standalone qualification for trainee dental nurses wishing to apply to the General Dental Council (GDC) professional register as dental nurses once they have achieved the qualification.

### What does the qualification cover?

This qualification allows trainee dental nurses to learn, develop and practice the skills required for employment and/or career progression in Dental Nursing. The content covers and is mapped to the GDC Learning Outcomes for Dental Nurses and relevant National Occupational Standards.

### Who developed and approved the qualification?

This qualification was developed by City & Guilds and approved by the GDC and Skills for Health.

### How is the course qualification delivered ?

The course, at this present time and due to the pandemic will be delivered via a blended learning approach, this will consist of safe face to face and remote Microsoft Teams sessions. The facilities offered by the School are well equipped and mirror the environment which exists in the dental care sector. Throughout your studies you will be supported by qualified staff that have a wide range of experience in the profession and are GDC registrants.

### When does the next course begin?

Courses are delivered throughout the duration of the year. If you are currently employed as a trainee dental nurse and wish to apply to undertake our *next* training programme the school can issue you with a covering letter as per GDC requirements to state that you are *'in training'* and are employed in the workplace as per standard 6.6.2 of *'Standards for the Dental Team' (2013)*,

## Entry

To be eligible for the course you must:

- undertake an informal interview to ensure you can meet the requirements of the course. This qualification is not approved for use by learners under the age of 16, there is no upper age limit.
- be working in a clinical setting for a minimum of 3 days per week or a minimum of 22.5 hours per week.
- attend *all* academic sessions per week via the blended learning approach (you must be able to commit to attending the school for the face to face sessions and also have access to a suitable electronic device to access the Microsoft Teams sessions.)
- have the full support of your employer, both for the attendance of the timetabled sessions and within the clinical environment
- carry out a variety of dental procedures and treatments to meet the requirements of the qualification.
- be able to commit to 100% attendance on the given course dates for the 18-month duration of programme.

## Course content, qualification structure and cost.

A significant amount of training to become a qualified dental nurse is undertaken in the dental clinical setting, it is here that you will develop your skills as a trainee dental nurse. The School will work closely with your employer whilst you are undertaking *all* aspects of your training during the 18-month duration.

To achieve the qualification, the trainee dental nurse must achieve all the evidence requirements in all the units plus be successful in the Synoptic Knowledge Test.

There **must** be evidence of a minimum of **six** observations in practice in the workplace, which can be holistic in nature and cover a number of units across the qualification. At least **three** of these must be carried out by the Dental Nurse Assessor, the remaining three may be carried out by an Expert Witness.

All the Learning Outcomes and Assessment Criteria in each unit must be evidenced to reflect the unit evidence requirements, excepting those identified as being assessed in the Synoptic Test. Assessment Criteria assessed in the Synoptic test are clearly identified in each unit. The content of these should be delivered during the teaching and learning programme. Learners should be advised to provide evidence of their learning for these Assessment Criteria which can then be used as revision materials to help prepare for the Synoptic Tests.

NHS Practices/NHS employees that operate within the North Western Deanery catchment areas; Cumbria/Lancashire, Cheshire/Merseyside, Greater Manchester are funded for the course

Private Practice employees that operate within the North Western Deanery and/or NHS practices that operate outside of the North Western Deanery catchment areas; are unfortunately not eligible for funding. A fee of £1,400 will be required, the discussion of payment will be carried out at your interview.

## City & Guilds Level 3 Diploma in Dental Nursing – 11 Units & 58 credits in total

City & Guilds Unit number Credits	Unit Title
301 7 credits	Preparing for professional practice in dental nursing
302 6 credits	The impact of health and safety legislation on working practices in the dental setting
303 7 credits	Prevention and control of infection in the dental setting
304 6 credits	Dental and regional anatomy, oral health assessments and treatment planning
305 4 credits	Recognising and supporting actions during first aid and medical emergencies
306 5 credits	The safe use of ionizing radiation to produce quality radiographic images
307 5 credits	Provide support for the control of periodontal disease and caries, and the restoration of cavities
308 4 credits	Provide support during the stages of prosthetic treatments
309 4 credits	Provide support during the stages of endodontic procedures
310 4 credits	Provide support during extractions and minor oral surgery
311 6 credits	Scientific and practical information to support the patients oral and physical health

### Summary of assessment grading

Each unit contains detailed evidence requirements, which must be met. To achieve the qualification the trainee dental nurse must achieve the following assessments.

- **A portfolio of evidence**, that covers all units and include observations in practice in the dental setting on a minimum of **six** occasions. At least three observations should be carried out by the Dental Nurse Assessor, the remaining observations of practice can be conducted by the Expert Witness. This is centre assessed and is graded as Pass/Fail.
- **Synoptic knowledge test**. This is an external, online multiple-choice test which samples knowledge across all units of the qualification. This test is graded Fail/Pass/Distinction.
- **The overall grading for the qualification is Pass/Fail**. The trainee dental nurse must achieve a minimum of a Pass in both assessments to achieve the qualification.

### The Team who deliver the qualification

The team delivering the Level 3 Diploma in Dental Nursing qualification are occupationally competent.

Their knowledge is current, and they all hold a qualification recognised by the GDC for registration and can demonstrate on-going occupational competency. You will be allocated a Dental Nurse Tutor and Dental Nurse Assessor to support you through the duration of your programme.

## Registration with the GDC and opportunities for further progression

The successful outcome to this qualification allows candidates to make an application to enter the General Dental Council professional register as a Dental Nurse. This will then enable you to practice within a dental clinical setting.

After being accepted onto the register, the candidate is then recognized as a qualified and competent dental nurse and may also progress to train further.

Opportunities for consideration may include, but are not limited to:

- Specialist dental nursing roles, for example dental sedation nursing, orthodontics, radiography, oral health
- Dental hygiene or therapy
- Dental technology
- Dental decontamination
- Teaching or mentoring
- Practice management

## Further information/enquiries

If you are interested in applying please complete the attached application form and return it either by post or email to [admin.dcp@mft.nhs.uk](mailto:admin.dcp@mft.nhs.uk) or [wayne.thomas@mft.nhs.uk](mailto:wayne.thomas@mft.nhs.uk) Telephone; 0161 272 5670. If you would like to discuss the programme with a member of the administrative team, please contact using the details above.