Full Time National Diploma in Dental Nursing

Prospectus | 2017
The Eastman Dental Hospital
University College London Hospitals | NHS Foundation Trust

The Eastman Dental Hospital (EDH) is one of UK’s largest secondary and tertiary care providers of dentistry in North London. It has been established for over 60 years and caters for patients north of the river and further afield, treating around 85,000 outpatients annually.

The Eastman Dental Hospital provides comprehensive oral health services with a focus on specialised treatment needs. Services offered cover the diagnosis, prevention and treatment of all conditions affecting the mouth and associated structures, including the facial bones, jaws and salivary glands, to the correction of facial deformities and treatment of facial fractures as well as the repair of damaged oral tissues and teeth.

The EDH is world-renowned for its specialist services, which include cleft restorative clinics, ortho-perio clinics, orofacial pain, and orthognathic clinics. We were the first to host a dedicated clinic for hypodontia and are home to the only craniofacial deformity clinic. Together with its partner, the UCL Eastman Dental Institute, the EDH is a major national and international centre for specialist training and research.

History

The Hospital was founded in 1930 by George Eastman, founder of the Eastman Kodak Company. He set up similar hospitals in New York State, Paris, Stockholm, Brussels and Rome. With the establishment of the National Health Service in 1948, the Eastman became an independent postgraduate teaching hospital and the Institute was established. In 1996 the Eastman Dental Hospital became part of UCLH Trust.

UCL Hospitals Trust has existed since 1994, but its origins date back over 250 years and lie in the history of various individual hospitals, some of which now form part of the Trust. In addition to The Eastman Dental Hospital, UCLH Trust also includes The Heart Hospital, The Royal London Hospital for Integrated Medicine, National Hospital for Neurology and Neurosurgery, Royal National Throat, Nose and Ear Hospital and University College Hospital (incorporating the former Elizabeth Garrett Anderson Wing); the Macmillan Cancer Centre (which opened in April 2012), the Hospital for Tropical Diseases and the Institute of Sport, Exercise and Health.

The Trust became a Foundation Trust in July 2004.
EDH Departments

The Clinical Departments cover all aspects of Dentistry and medically related fields. The departments include:
- Craniofacial growth and development
- Endodontics
- Facial pain
- Hypodontia clinic
- Maxillofacial medicine and surgery
- Oral medicine
- Oral surgery
- Orthodontics
- Periodontology
- Prosthodontics
- Radiology (dental)
- Special care dentistry

The Education & Training (Accredited) Assessment Centre for Dental Nurses

The Education & Training (Accredited) Assessment Centre for Dental Nurses, based at the Eastman Dental Hospital, was established in 1950 celebrating its 60th Anniversary in September 2010. In April 1999 the School’s full-time and part-time pre-registration training programme were awarded accreditation by the National Examining Board for Dental Nurses Training Advisory Service.

The School of Dental Hygiene & Dental Therapy

The School of Dental Hygiene opened on its present site in February 1985 after the closure of the School of Dental Hygiene at St. George’s Hospital, Tooting (associated with the Royal Dental Hospital). In 1992, the School was expanded and in September 1995, the School commenced its first two-year dental hygiene training programme in line with all other Schools of Dental Hygiene in the United Kingdom.

In September 1998, the Eastman began to train dental therapists. A new joint School for Dental Hygiene and Dental Therapy was established.
Eastman Dental Hospital Education Centre

On June 1st 2013, the Education & Training (Accredited) Assessment Centre for Dental Nurses and the School of Dental Hygiene & Dental Therapy merged to form the Eastman Dental Hospital Education Centre.

Through resource and good practice sharing, the new education department aims to offer high quality education for student Dental Care Professionals, both pre and post-registration, together with the provision of excellent patient care.

Training Programmes for Dental Care Professionals

The hospital runs recognised pre-registration training programmes for the following dental care professionals:-

- Dental Nurses 20 per annum
- Dental Hygienists 12 per annum
- Dental Therapists 10 per annum
The Dental Nurse

Dental nurses are registered dental professionals who help patients maintain their oral health by assisting all members of the dental team to deliver dental treatments to a variety of patients.

Dental Nurses:
- assist in providing dental treatment to a wide range of patients
- assist with all forms of dental charting
- process various film views used in general dental practice
- plan the delivery of care for patients
- give appropriate patient advice
- provide preventive oral care to patients and liaise with dentists over the treatment of caries, periodontal disease and tooth wear
- give patients advice on how to stop smoking
- take intra and extra-oral radiographs if a radiography qualification is obtained
- place rubber dam
- take impressions
- keep full, accurate and contemporaneous patient records

Once dental nurses are qualified they are able to undertake further training to develop additional skills including:

- Further skills in oral health education and oral health promotion
- Assisting in the treatment of patients who are under conscious sedation
- Further skills in assisting in the treatment of orthodontic patients
- Intra and extra oral photography
- Pouring, casting and trimming study models
- Shade taking
- Tracing cephalographs

Additional skills carried out on prescription from, or under the direction of, another registrant:

- Taking radiographs
- Placing rubber dam
- Measuring and recording plaque indices
- Removing sutures after the wound has been checked by a dentist
- Constructing occlusal registration rims and special trays
- Repairing the acrylic component of removable appliances
- Applying topical fluoride to the prescription of a dentist or as part of a structured dental health programme
- Constructing mouthguards and bleaching trays to the prescription of a dentist
- Constructing vacuum formed retainers to the prescription of a dentist
- Taking impressions to the prescription of a dentist or a CDT (where appropriate)

For all the above scope of practice, the dental nurse must be trained, competent and indemnified.

Registration

Having gained a recognised qualification in Dental Nursing, Dental Nurses are entitled to have their names entered in the register of Dental Care Professionals held by the General Dental Council (GDC). They can then use the title “Qualified Dental Nurse” An annual retention fee is payable to the
General Dental Council for as long as they wish to practice as Dental Nurse.

**Continuing Professional Development (CPD)**

All dental care professionals are required to complete and record 150 hours of continuing professional development every five years, a third of which should be verifiable (50 hours). This requirement for maintaining registration was introduced in August 1st 2008 and was updated on September 30th 2013.
Employment

The majority of Dental Nurses work in general dental practices in the National Health Service, private sector or for corporate bodies. There are also posts in Specialist Practices, Hospitals, Primary Care Trusts, the Armed Forces and industry and, as Dental Nurse Tutor in educational settings.

Dental Nurses may participate in clinical research projects.

Further development in a variety of specialities for dental nurses include:

- Oral Health Education
- Sedation Dental Nursing
- Orthodontic Nursing
- Special Care
- Implant Dental Nursing
- Impression taking

Direct Access

The General Dental Council removed the barrier to Direct Access for some dental care professionals after considering the impact on patient safety.

In the past every member of the dental team had to work on the prescription of a dentist. This meant that patients had to be seen by a dentist before being treated by any other member of the dental team.

Following a detailed review of evidence and a full discussion at a Council meeting on 28 March 2013, it was agreed this should change.

Dental nurses can participate in preventative programmes without the patient having to see a dentist first.

Useful Links

- [http://www.gdc-uk.org/Aboutus/education/Documents/Student%20fitness%20to%20practise.pdf](http://www.gdc-uk.org/Aboutus/education/Documents/Student%20fitness%20to%20practise.pdf)
Student Funding

At present all Full Time Dental Nursing Students at the Eastman are following NHS funded courses. UCLH Trust has a contract with Education Commissioners:-

| North Central East London | for 20 Dental Nurse places, annually |

Funding provides for:-

- Costs of providing patient care
- Provision of teaching materials

There are also overhead costs of the premises, dental chairs, provision of sterilising services and all other support services.

Funding for training is only provided while a student is in attendance and making satisfactory progress.

Note that if a student does not complete the course, their funding is withdrawn by the Commissioners and cannot be used to fund another student.

Dental Nurse Programme

The Education Centre admits twenty students per annum at the beginning of November to a non-residential, full time training programme lasting one year.

Students will normally take their National Diploma written examination in November. Then on the provision that they have passed their written examination, students will take the OSCE (Objective Structured Clinical Examinations) in January/February to gain their qualification.

The closing date for application submission for the 2017 May intake is 26th February 2017. The closing date for application submission for the 2017 November intake is 30th June 2017.
Academic Entry Requirements

A minimum of 4 GCSE passes* is required.

*These must include, at a minimum level, English, Biological Science (or Double Science) and Mathematics GCSE graded C or higher.

The following can be considered as equivalent to GCSE passes:-

- Scottish Standard Grades
- Irish Leaving Certificate
- ‘O’ Levels
- Module from Access Course stated as GCSE equivalent
- Overseas qualifications at the appropriate level**

Applications are further strengthened if the applicant holds any of the below:-

- Diploma / Degree in Dental Technology
- Foundation Degree
- Bachelor Degree
- Any other healthcare related qualification

**For educational qualifications gained outside the United Kingdom, the following must be supplied with your application:-
- certified English translations of all qualifications
- UK NARIC Letters of Comparability (obtained by the applicant)

If academic qualifications were not delivered in English; demonstration of competence in the English Language is also required. Applicants must provide a non-expired International English Language Testing System (IELTS) certificate showing a minimum overall score of 7.0 (and no less than 6.5 in any section) in the Academic IELTS Assessment. Details about IELTS may be obtained from:

British Council (IELTS Enquiries)  0161 957 7755
Bridgewater House
58 Whitworth Street
Manchester, M1 6BB
ielts@britishcouncil.org

The Life in the UK English Language test is not appropriate.
Non-Academic Entry Requirements

All applicants MUST be:

1) Be at least 18 years of age

2) Be eligible for an NHS-funded place

To be eligible for NHS support; ALL students regardless of nationality must be able to satisfy the following requirements on the first day of the first academic year of the programme. On that day, all applicants must:

- be ordinarily resident in the United Kingdom, the Channel Islands or the Isle of Man for the three years preceding the prescribed date (course start date), apart from occasional or temporary absences;

AND

- be ordinarily resident in England on the start date

have ‘settled status’ in the UK - within the meaning of the Immigration Act 1971. This means that there must be no restrictions on your length of stay in the UK.

A person is not classed as ordinarily resident if any part of the 3-year residence was wholly or mainly for the purpose of receiving full time education

If there is any query about eligibility for a NHS-funded place, please contact the department, before submitting an application

3) Be willing to undergo an Disclosure and Barring (DBS) Check

Due to the nature of the work, certain posts within the Health Service are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. Therefore applicants for posts are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act. Should you be accepted on a programme and a failure to disclose convictions is subsequently proven, you could be liable for dismissal, or other disciplinary action by UCL Hospitals NHS Foundation Trust. Any information you supply will be treated as confidential and will not necessarily prejudice your application.

4) Be prepared to have the necessary occupational health assessment to gain clearance for clinical working

The Department of Health regularly reviews the health checks required for health care workers who will perform exposure prone procedures. This includes dental nursing students. Students selected for the programme are required to complete health checks prior to a formal offer of a place.

At present this includes:

- Vaccination against Hepatitis B and be able to demonstrate an appropriate level of antibodies.
- Hepatitis B antigen (in addition to antibody) testing
- Hepatitis C antibody test. If positive, a test of Hepatitis C RNA will be required.
- Demonstrate immunity to tuberculosis.

Anyone who declines testing will be treated as if infected and will not be accepted for training. Any individual who cannot be cleared to carry out exposure prone procedures will not be accepted for training.

Please note that you are not required to provide this information when submitting your application form to the Education Centre. This information will be requested a later date by the Trust Occupational Health Service.
5) **Satisfactory References**
The Final offer will only be made if all above checks and references are satisfactory.
Please do not hand in your notice prior to receiving your Final Offer.

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**Equality & Diversity & Human Rights**

We are committed to diversity and equality and aim to promote equality of opportunity and eliminate discrimination.

The Equality Act which came into law in October 2010 harmonises and replaces previous legislation. It has been developed to ensure consistency in what employers’ duties and responsibilities are in making their workplace a fair environment which complies with the law. Central to the Equality Act is the intention of the government to make sure equality and fairness are at the centre of its approach.

The Equality Act covers the same groups as previous legislation. These groups are now referred to as protected characteristics.

The “Protected Characteristics” are listed as follows:

- age
- gender reassignment
- race
- disability
- pregnancy and maternity
- religion and belief
- marriage and civil partnership
- sex
- sexual orientation
Selection Assessment

Selection of students for the programmes will involve the following processes:

1. Completion and submission of an application and all required documents before the closing date for the relevant programme.

   Required documents to include all relevant academic & professional qualifications. Certified English translations are required for documents not in English.

2. Short-listing of applicants for Pre-Assessment

   Short-listing is based on scoring of all academic and professional qualifications held, grades or predicted grades. Only qualifications for which evidence is provided will be included in scoring for short-listing.

   **Only candidates who fulfil all the basic academic and non-academic entry requirements will be considered for short-listing for selection assessment**

   Candidates expecting to fulfil the entry requirements in the summer prior to the commencement of the programme may apply and may be considered for short listing depending on the total number of applications.

   It is essential to allow additional time for processing applications where alternative or overseas qualifications are included. It is strongly recommended that at least three weeks extra is allowed for processing.

   A limited number of applicants fulfilling the basic entry requirements will be invited to the Pre-Assessment.

3. Pre-Assessment and Interview

   **Pre-Assessment:**
   1) Numeracy & Literacy Test
   2) Communication Exercise
   3) Candidate will be expected to bring a written essay about ‘Fluoride and Fluoridation’ on at least 2 sides of A4 paper

   **Interview:**
   ONLY the successful candidate who passes the Pre-Assessment will be invited for a personal interview which will determine your place on this programme.

   **Candidates will be required to:**
   - Write up an Essay (further details will be given with invitation) and bring it to the Pre-Assessment
   - Provide confirmation of identity
   - Provide confirmation of qualifications by view of the original certificates and original certified translations
   - Provide information as to the practical application of the Trust Values
   - Demonstrate appropriate verbal and written communication skills
   - Demonstrate knowledge of the role of a dental nurse within the dental team
   - Demonstrate understanding of the dental nurse profession & the training programme
   - Demonstrate an understanding of successful team working
   - Demonstrate an understanding of the qualities relating to professionalism and standards for dental professionals

   Refer to: [http://www.gdc-uk.org/Aboutus/education/Documents/Student%20fitness%20to%20practise.pdf](http://www.gdc-uk.org/Aboutus/education/Documents/Student%20fitness%20to%20practise.pdf)

   Refer to: [http://www.gdc-uk.org/Dentalprofessionals/Standards/Documents/Standards%20for%20the%20Dental%20Team.pdf](http://www.gdc-uk.org/Dentalprofessionals/Standards/Documents/Standards%20for%20the%20Dental%20Team.pdf)
4. Health clearance by the UCLH Occupational Health Service.

5. Disclosure and Barring (DBS) Check

6. Satisfactory references
Accommodation

The programme is non-residential and students are responsible for finding suitable accommodation with facilities for study.

An application for Trust managed accommodation (which may include some vacancies in the vicinity of the Education Centre), can be made by those applicants accepted onto the programme.

Uniforms

All students are required to provide and wear clinical work attire of a pattern prescribed by the Education Centre.

All students are required to comply with all UCLH Trust uniform requirements for those working in clinical settings. This includes a ‘bare below the elbow’ policy for all students and staff. This is to allow for effective hand hygiene.

Students provide their own footwear, which must be of the style approved by the Education Centre.
Books

A list of books needed for the programme will be issued to successful applicants.

Students should have all the books suggested before the programme commences.

Students are expected to provide their own stationery and writing materials for the programme.

Students are expected to have access to a printer for printing handouts and course work.

Other Training

Dental Hygiene and Dental Therapy Programme

The department also offer Dental Hygiene and Dental Therapy programmes.

If you would like further information regarding this, please contact 020 3456 1205 / edhec@uclh.nhs.uk or visit: Dental Hygiene and Dental Therapy Programme
Information Centre

Opened in 1997, the Information Centre boasts one of the largest libraries of dental texts, relevant journals and records of dental research in the UK. The Centre has contemporary information technology facilities including ready access to over 30 personal computers as well as printing, photocopying and scanning facilities.

The Centre comprises 4 sections - 2 large reading sections, a section dedicated to personal computer (PC)-led activities and a mezzanine housing the journal collection. Access requires membership of the Information Centre and the possession of an appropriate electronic entrance card.

Annual membership of the Information Centre is automatically provided to all grades of training and qualified clinical staff of the Eastman Dental Hospital.

Opening Hours

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<thead>
<tr>
<th>Day and Time</th>
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<tbody>
<tr>
<td>Monday - Friday:</td>
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<tr>
<td>09.00 - 20.00</td>
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<tr>
<td>1st Thursday of each month:</td>
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<td>09.00 - 10.30 – CLOSED</td>
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I.T. Facilities

The Education Centre offers I.T. access in both the Seminar Rooms. We have ‘6’ PCs designated for student use and all students will be provided with access information details during the first week at the Education Centre.

All PCs are USB enabled and students will be provided with an e-mail account and access to the intranet and internet. Students are expected to provide their own paper for printing and to ensure they use only Trust approved encrypted memory sticks.

Food

There is an on-site cafe which offers a selection of snacks, sandwiches and hot/cold drinks.

Mobile Telephones | Other Electronic Devices

All mobile telephones and electronic devices must be switched off in all clinical areas, seminar rooms and the clinical skills laboratory.

Non-Smoking Policy

The Hospital has a non-smoking policy throughout the site and in the surrounds.
Location & Travel

The Eastman is readily accessible by train, underground railway and by bus.

**Train**
The mainline railway station of King’s Cross & St Pancras International (including Thameslink for Gatwick and Luton airports), and Euston are 8, and 14 minutes walk away, respectively.

**Underground**
The nearest stations are: King’s Cross (Victoria, Piccadilly, Northern, Circle, Hammersmith and City and Metropolitan lines), Russell Square (Piccadilly line), Farringdon, (Metropolitan, Hammersmith & City) and Chancery Lane (Central Line).

**Bus**
London Transport buses number 45, 46 and 17 stop right outside the Eastman.

**Car**
Car parking spaces are **not** available to students

**Congestion Zone**
The Eastman Dental Hospital is **within** the London Congestion Charging Zone.

A map is provided on the next page.
Important | Please Comply

The administrative burden is such that we kindly ask that applicants do not continually contact the department querying the status of their submission.

Processing

Due to the high volume of applications we receive during this period, we are unable to contact every applicant. If you have not heard from us within 3 weeks of the closing date of the advert, please assume that you have not been shortlisted on this occasion.

Useful Contact Information

Admissions Office
Eastman Dental Hospital Education Centre
Eastman Dental Hospital
256 Gray’s Inn Road
London
WC1X 8LD

📞 020 3456 1040
@ edhec@uclh.nhs.uk

Our Website
Appendix – Trust Values

Our vision, values and objectives

We deliver our vision...
UCLH is committed to delivering top-quality patient care, excellent education and world class research

through our values...
We put your safety and wellbeing above everything
We offer you the kindness we would want for a loved one
We achieve through teamwork
We strive to keep improving

and our annual objectives

- Improve patient safety
- Deliver excellent clinical outcomes
- Deliver high quality patient experience and customer service excellence
- Reduce waiting times
- Achieve sustainable financial health
- Develop a transformation strategy based on patient pathways
- Develop research and development and education
- Enable staff to maximise their potential
- Progress service developments
- Other key strategic developments