



**National Examining Board for
Dental Nurses (NEBDN)**
Qualification Specification

**NEBDN Level 3
Diploma in Dental
Nursing (RQF)**

Qualification Number: 610/5579/7

This document provides an overview of the qualification specification. Access to the full specification, including detailed information on the Units, is restricted to Providers who are accredited by NEBDN and approved to deliver the qualification.

Change Control Sheet

NEBDN will continuously review all support material to ensure its accuracy. All amendments will be recorded in the change control table below:

Version Number	Date Revised	Description of Revision	Page Affected
Version 1			

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(full details available with the full specification on accreditation)

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1. Introduction

Specification

This qualification specification provides all the key information the Provider will need to know to deliver the qualification effectively. It is an essential document that any staff involved in the delivery, assessment, or quality assurance of the qualification must familiarise themselves with and adhere to. It also sets out what is required of the Learner to achieve the qualification.

Providers must be accredited with NEBDN and approved to offer this qualification.

The specification provides general information, such as the Provider Accreditation Process, guidance on our website and our CRM system - TheHub, used by providers to manage their learners and information on and definitions of key terms used in the specification and unit grids.

Qualification-specific information needed to deliver the qualification is detailed, including the full units. Each unit specifies the knowledge, skills and behaviours the Learner must demonstrate to pass the assessments and achieve the qualification.

N.B. qualification units are only available in the full version of the specification, which can be downloaded by the Accredited Provider via the Provider Document area in TheHub.

Qualification Summary

A summary of the qualification is set out below:

Entry requirements	Currently working as a trainee Dental Nurse and registered with an NEBDN Provider.
Age group	16+
Aims and objectives of the qualification	This qualification is designed to prepare trainee Dental Nurses in the foundations of dental nursing so they can demonstrate the required standards in terms of knowledge, skills and behaviours. Upon achievement of the qualification, they can apply to register with the General Dental Council (GDC). This qualification is available across the United Kingdom.
Qualification content	The qualification has been designed to cover all the knowledge, skills and behaviours of the Dental Nurse, as well as meeting all the GDC Learning Outcomes for Dental Nurses.
Regulation and support	The Diploma in Dental Nursing is recognised by the GDC as meeting their Standards for Education and appropriately preparing Learners for professional practice. This means that those who achieve NEBDN's Diploma can apply to join the GDC register as a Dental Nurse.
Assessment requirements	The qualification is assessed by: <ul style="list-style-type: none"> • Portfolio of Evidence • Knowledge Test • Professional Discussion
Grading	The grading for the qualification is Pass or Fail.
Materials available	The following supporting materials are available: IQA and Assessor Guides
Progression routes	<p>Learners achieving this qualification may wish to continue onto one of the following specialist Post- Registration qualifications:</p> <ul style="list-style-type: none"> • NEBDN Certificate in Dental Implant Nursing • NEBDN Certificate in Dental Radiography • NEBDN Certificate in Dental Sedation Nursing • NEBDN Certificate in Oral Health Education • NEBDN Certificate in Orthodontic Dental Nursing • NEBDN Certificate in Special Care Dental Nursing • NEBDN Certificate in Fluoride Varnish Application <p>This qualification attracts UCAS points for those wishing to progress to higher education.</p>

Qualification Structure

The NEBDN Level 3 Diploma in Dental Nursing (RQF) has been developed and is awarded by the National Examining Board for Dental Nurses (NEBDN).

Title and level	NEBDN Level 3 Diploma in Dental Nursing (RQF)		
Qualification Number	610/5579/7	Total Qualification Time (TQT)	457
Credits	43	Guided Learning Hours (GLH)	340

Learners must achieve all units in this qualification which are listed in the table below:

Summary of Units

Learners must achieve all units from this group.

Unit	Unit number	Title	Level	Guided Learning Hours (GLH)
1	Y/651/5794	Professional Practice within the Dental Setting	3	70
2	A/651/5795	Leading, Managing and Team Working within the Dental Setting	3	40
3	D/651/5796	Communication in the Dental Setting	3	25
4	F/651/5797	Inclusive Practice	3	10
5	H/651/5798	Clinical and Technical Practice - Assessment and Diagnosis of Patients	2	75
6	J/651/5799	Clinical and Technical Practice - Treatment Planning and Onward Referring	2	50
7	T/651/5800	Promoting Oral Health	2	20
8	Y/651/5801	Health and Well-being - Own and Others in the Team	2	15
9	A/651/5802	Continued Professional Development	4	20
10	D/651/5803	Respond to Risks and Medical Emergencies	3	15

Total Qualification Time and Guided Learning Hours

The qualification has been assigned a Total Qualification Time (TQT) of 457 hours, and of this, it is recommended that 340 hours be completed as Guided Learning Hours (GLH).

Total Learning Time (TLT) has been estimated for each unit.

TQT encompasses both GLH and TLT. TQT, TLT and GLH figures are estimates and are assigned to the qualification as guidance.

GLH is a guide as individual Learners may take more or less time to complete the programme of learning and demonstrate the level of attainment needed to achieve the qualification. GLH is an estimate of the number of hours the average Learner would typically be expected to spend completing learning, study and/or assessment while under supervision of a Tutor or Assessor.

TQT is a term used to provide users of qualifications with an indication of the minimum length of time it would take the average Learner to complete their qualification.

2.Provider Requirements

Provider Accreditation

To offer the NEBDN Level 3 Diploma in Dental Nursing (RQF), the Provider must first be accredited by NEBDN in line with the current NEBDN Accreditation Standards. These standards outline the criteria that the Provider is required to meet to become accredited.

The Standards for NEBDN's accredited Providers align with the expectation of our Regulators.

For more information, or to order an accreditation enquiry pack, please complete the [Provider Contact Form](#) on the NEBDN website and return to accreditation@nebdn.org.

Entry Requirements

The qualification is suitable for Learners aged 16+ who are currently employed as a trainee Dental Nurse and are registered with an NEBDN Provider. It is delivered and assessed in English. Learners must be sufficiently fluent in written and spoken English to communicate effectively with patients, their relatives, the dental team, and other healthcare professionals in the UK. (GDC Standards for the Dental Team, 2.1.2)

Learners must also be able to meet the work-based clinical requirements of the Portfolio of Evidence (PoE) by being employed as trainee Dental Nurses.

Role of the Provider and the Provider Agreement

Each Provider is required to work in partnership with NEBDN to ensure that all Learners have the best possible experience while taking this qualification and are treated fairly. Our commitment to this is supported by our Provider Agreement, which will be available upon accreditation.

Website/TheHub

The NEBDN website address is www.nebdn.org. Information on this qualification, including the qualification specification, can be found on the website.

Approved Providers will be given access to TheHub, where they will be able to manage bookings and registrations for their Learners.

Full versions of the qualification specification, and any additional documentation and information available to support the delivery and assessment of the qualification, are also available to download from the Document section of TheHub.

The most up to date information about the qualification, including the qualification specification, can be found on the website. An accredited Provider will have access to TheHub, where they will also be able to manage their Learners.

The website and TheHub are continually maintained and NEBDN strongly recommend that the Provider regularly checks for any changes to ensure they have the most up to date information and the most recent versions of documents.

NEBDN also make available the following Policies and Procedures:

- Appeals Policy
- Conflicts of Interest Policy
- Equality & Diversity Policy
- Extenuating Circumstances Policy
- Fair Access and Reasonable Adjustment Policy
- Fees and Invoicing Policy
- Learner Conduct Policy
- Malpractice and Maladministration Policy
- Safeguarding Policy
- Sanctions Policy
- Social Media Policy
- Recognition of Prior Learning Policy

Equality, Diversity, and Inclusion

NEBDN is committed to actively opposing all forms of discrimination and promoting Equality, Diversity, and Inclusion, and to giving everyone who wishes to gain one of our qualifications an equal opportunity of achieving it in line with current UK legislation.

Similarly, we expect the Provider to commit to promoting Equality, Diversity and Inclusion and have an appropriate process in place to enable Learners to have equal access to training and assessment for our qualifications without discrimination.

Full details of our expectations for the Provider can be found in our Equality, Diversity, and Inclusion Policy.

Qualification - Specific requirements/Provider Resources

Learners will be expected to be able to access IT software in order to undertake online assessments and to complete the Portfolio of Evidence. Current guidance can be found on the NEBDN website.

Providers must ensure Learners have access to all the equipment and materials they need to meet the requirements of the PoE.

Learners must be able to meet all the work-based clinical requirements of the qualification. Learners must be able to meet the skills assessment criteria requirements detailed in the qualification specification.

As best practice, it is recommended that arrangements are made (if required) to allow Learners to gain experience in other practices/clinical environments to ensure they are able to gain the full range of experience across procedures and patient types. This may particularly apply to small practices where the Learner experience may be more limited.

Providers must ensure any placements, sites etc., where the Learner is undertaking learning and assessment, meet appropriate health and safety and quality assurance checks.

Staffing Requirements

Providers must have suitably qualified personnel in place to ensure effective delivery, and quality assurance of this qualification. The same person may take on more than one role if suitably qualified e.g. Tutor and Assessor or Tutor and Quality Assurer; however, they must not carry out quality assurance relating to any Learners where a potential Conflict of Interest exists, for example, where they were involved in the assessment either as an Assessor or Witness.

Please note: Providers have a responsibility to ensure that Assessors and Internal Quality Assurers do **not** carry out assessment or quality assurance for any Learners where there is a personal interest in the outcome of the assessment.

Providers must ensure that all staff have the appropriate indemnity cover in line with the requirements of the GDC. Providers must also ensure they can provide evidence of Tutor, Assessor, Witness and Internal Quality Assurer competence and experience, showing how they meet the requirements above, if requested as part of External Quality Assurance monitoring.

3. Delivering the Qualification

Delivery Guidance

The Provider must ensure they have in place a structured programme to deliver the units of the qualification and adequately prepare the Learner to undertake their assessments.

The Provider should structure delivery of the qualification units to ensure that underpinning knowledge is delivered in key areas before the Learner engages in practical procedures or observations relating to that area. This is important for meeting GDC's requirements, particularly in relation to patient safety.

Conduct, fitness to practise and raising concerns

Learners undertaking this qualification are expected to maintain a high standard of professionalism and conduct themselves in line with the GDC's Standards for the Dental Team and NEBDN's Learner Conduct Policy. If a Provider or NEBDN, as the Awarding Organisation, identify a failure to meet the appropriate standards of professionalism, there may be an obligation to report the incident to the GDC, which could affect current or future registration as a dental professional.

Provider must have a 'Student Fitness to Practise' Policy in place in line with GDC requirements and apply it appropriately. They must ensure there are transparent procedures in place to ensure that concerns relating to Learner and staff behaviour/conduct are identified, reported and acted upon promptly. Concerns that are escalated to the GDC must also be notified to NEBDN via the External Quality Assurance team.

Recognition of Prior Learning

As per NEBDN's Recognition of Prior Learning policy, recognition of prior learning is not permitted. Learners must complete and achieve all assessments as set out in this specification in order to gain the full qualification. The Recognition of Prior Learning Policy is available on the NEBDN website.

For further information, please see the Recognition of Prior Learning Policy available on NEBDN's website.

Reasonable Adjustments

Reasonable Adjustments are permitted for this qualification in line with NEBDN's Fair Access and Reasonable Adjustments Policy. The policy is available on NEBDN's website.

Reasonable Adjustment requests can be submitted to NEBDN following the process detailed in our Policies. Reasonable Adjustments must be approved by NEBDN prior to the Learner undertaking the assessments.

Extenuating Circumstances

Extenuating Circumstances are permitted for special consideration in line with NEBDN's Fair Access and Extenuating Circumstances Policy. The policy is available on NEBDN's website.

Extenuating Circumstances requests can be submitted to NEBDN for special consideration following the process detailed in our Policies.

Provider Staff Requirements for delivery, assessment and quality assurance

Mentor

NEBDN recommends that Learners are supported by a workplace Mentor, whose role is to provide guidance, advice, feedback and support to the mentee, as well as acting as a professional role model to support the Learner throughout their learning journey.

The Mentor can also provide feedback to the Employer regarding clinical competency that will support the Employer's contribution to the progress reviews.

The mentor must hold current registration on the GDC register.

Tutor Requirements

Tutors are responsible for delivering underpinning knowledge and understanding in line with the requirements set out in the units of the qualification.

Tutors for this qualification are required to:

- Have sufficient recent knowledge and occupational competence in the area in which they are delivering training
- Hold a qualification which is recognised by the GDC for registration as either a Dentist, Dental Nurse or a Dental Care Professional (DCP) with competence in the relevant areas of practice **and** hold current registration on the GDC register
- Be able to demonstrate ongoing occupational competence
- Hold or be working towards a recognised adult teaching qualification, at Level 3 or above such as:
 - Level 3 Award in Education and Training (AET) or equivalent.
 - Level 3 Certificate in Education and Training (CET) or equivalent.
 - Level 5 Diploma in Education and Training (DET) or equivalent.

Assessor Requirements

Assessors are responsible for assessing the knowledge and competence of Learners using a range of assessment methods as specified for the portfolio of evidence. Assessors must ensure Learners are meeting the required standards to be able to practice as a Dental Nurse.

Assessors for this qualification are required to:

- Have sufficient knowledge and occupational competence in the area in which they are assessing
- Hold a qualification which is recognised by the GDC for registration as either a Dentist, Dental Nurse or a DCP with competence in the relevant areas of practice and hold current registration on the appropriate GDC register
- Be able to demonstrate ongoing occupational competence
- Hold or be working towards a recognised assessor qualification, such as:
 - Level 3 Award in Assessing Competence in the Work Environment (RQF)
 - Level 3 Certificate in Assessing Vocational Achievement (RQF)
 - A1 or D32/D33

Witnesses

A Witness testimony may be used as evidence to support the assessment of elements of the portfolio, where specified as appropriate. The role of the Witness is to directly observe the Learner in the workplace and provide testimony as to their competence in meeting the relevant Learning Outcomes and Assessment Criteria.

Witnesses must:

- Have sufficient knowledge and occupational competence in the area in which they are witnessing
- Hold a qualification which is recognised by the GDC for registration as either a Dentist, Dental Nurse or other DCP with competence in the relevant areas of practice **and** hold current registration on the appropriate GDC register
- Be able to demonstrate ongoing occupational competence in the area which they are witnessing.

Witnesses should also have previous experience of working with the Learner they are witnessing. It is recommended for Witnesses to have worked with the Learner on two prior occasions.

Internal Quality Assurance (IQA) Requirements

Internal Quality Assurers are responsible for ensuring that assessment processes are robust, of high quality, and are consistently applied by assessors both by the individual assessor across the qualification and across different assessors of the qualification within the organisation (where applicable).

Internal Quality Assurers for this qualification are required to:

- Have sufficient knowledge and occupational competence in the area in which they are quality assuring
- Hold a qualification which is recognised by the GDC for registration as either a Dentist, Dental Nurse or other DCP with competence in the relevant areas of practice **and** hold current registration on the appropriate GDC register

- Be able to demonstrate ongoing occupational competence
- Hold or be working towards a recognised internal quality assurance qualification, such as:
 - Level 4 Award in the Internal Quality Assurance of Assessment Process and Practice (RQF)
 - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF)
 - V1 or D34

Countersigning

Assessors and Quality Assurers who meet all other criteria, but do not yet hold recognised assessor or quality assurance qualifications can be supported by a Qualified Assessor or Quality Assurer while they work towards a formal qualification. In this instance, they must have their decisions countersigned by a qualified assessor or Internal Quality Assurer who meets the requirements set out above in full.

External Quality Assurance (EQA)

NEBDN will conduct External Quality Assurance monitoring activities, to determine a Provider's level of compliance against the NEBDN Standards. During the monitoring activity, the External Quality Assurer (EQA) will sample selected portfolios within a Provider's cohort, this is also known as moderation. They may also observe activity within the Provider, interview stakeholders and audit documentation, policies and processes. Areas of improvement and areas of good practice identified during the monitoring and moderation activity will be fed back to the Provider.

External Quality Assurance ensures assessment outcomes are fair, valid, and reliable, and that assessment criteria have been applied in a consistent manner.

Malpractice and Maladministration

NEBDN's Malpractice and Maladministration policy outlines the steps to follow when reporting alleged cases of malpractice/maladministration and the procedural steps NEBDN will follow when reviewing the case.

All work submitted to NEBDN by Learners must be their own. Work copied from other sources is not permitted. Where instances of plagiarism are identified, the work will not be accepted, and Learners may be subject to their Provider or NEBDN's Malpractice and Maladministration policy. NEBDN must be notified of any cases of plagiarism identified by the Provider.

Complaints

NEBDN try to ensure its processes, procedures and ways of working are fit for purpose, however we know that on occasions we may not always get it right. In these instances, we make every effort to communicate effectively and resolve any issues as they arise. Formal complaints can be submitted using the processes in our Complaints Policy, available on NEBDN's website.

4. Assessment

Assessment Guidance

To achieve the Level 3 Diploma in Dental Nursing Learners must pass the following Assessments:

- Portfolio of Evidence
- Knowledge Test
- Professional Discussion

Portfolio of Evidence

The Portfolio of Evidence (PoE) will assess the skills assessment criteria and selected knowledge assessment criteria.

The PoE is internally assessed by the Provider and internally quality assured by suitably qualified Provider staff (Internal Quality). The assessor and internal quality assurer requirements are detailed further in the Provider staffing requirements section. NEBDN will conduct EQA monitoring activities in relation to the portfolio.

The portfolio of evidence is completed digitally via the online portfolio platform PebblePad. It is supported by an Assessor and Internal Quality Assurance Guide, which contains all the additional information Provider staff will need to know and is available to the Provider upon Accreditation.

The portfolio of evidence is completed while the Learner is on programme and must be assessed over a minimum of six months.

The portfolio is graded pass or fail.

The following forms of evidence are acceptable in the Portfolio:

- Work products (photographs, screenshots, documents, emails, reports) etc.
- Personal statement (written or audio description of work completed)
- Witness testimonies
- Assessor Observation
- Video of performance
- Training and appraisal records
- Feedback from colleagues or patients
- Mandatory Witness Testimony (for specified Assessment Criteria)

This list of evidence is not exhaustive.

N.B. No patient identifiable information, or images should be included in portfolios, unless the patient has given written consent for their details to be included.

Evidence can be provided, and added to the Portfolio in written, video, audio or digital format.

Knowledge Test

The Knowledge Test consists of a 65 question, 90-minute Multiple Choice Question assessment, and is graded pass or fail.

This assessment must be taken before the final assessment, a Professional Discussion, is taken.

The Knowledge Test is designed to test the underpinning knowledge from across the qualification.

The test is carried out online through the MaxExam App and is set and externally marked by NEBDN. It is graded pass or fail.

Professional Discussion

The Professional Discussion is an assessment, lasting 60 minutes, with 10 minutes reading time. The Professional Discussion will be based upon the nine duties of the Dental Nurse, indicative of the role of the Dental Nurse and in line with the Scope of Practice set out by the GDC. The Professional Discussion will be completed with an Assessor and is based on knowledge and practical activities completed in the workplace that are related to the nine duties of the Dental Nurse.

It is carried out online and is set and externally marked by NEBDN. It is graded pass or fail.

This is the final assessment and must only be taken after the Portfolio of Evidence and Knowledge Test have been successfully passed. The qualification cannot be awarded without the successful completion of the Professional Discussion.

Qualification Grading

The overall grading for the qualification is pass or fail. To achieve a pass overall, the Learner must achieve a pass grade in all three assessments.

Resits

Learners are permitted the following resits:

Knowledge Test: Three additional resits are permitted.

Professional Discussion: Three additional resits are permitted.

A resit is defined as being where the Learner takes the assessment again without a period of additional learning being necessary.

Resits cannot be taken to improve a Learner's grade or score (other than in the case of a fail being awarded).

Appeals

A Provider or Learner may wish to appeal a decision. Appeals can be made against decisions made in relation to NEBDN's qualifications or quality assurance decisions. Appeals can be submitted using the processes in the Appeals Policy, which is available on NEBDN's website. All Providers should have an Appeals policy for any decisions made by them and the local appeals process must have been exhausted before raising it to NEBDN.