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AntwerpDental
ACADEMY

ADG
Dental Nurse
Skills Development Programme

Competency Framework
&
Performance Indicators

CCF13
Restorative
Self-Assessment Tool

Competency Framework

The ADG Dental Nurse Competency Framework is a formative assessment tool, which is part of the ADG Skills Development Programme. It has been developed to help dental nurses (DNs) work in a manner that brings service excellence within Antwerp Dental Group (ADG) to improve ADG customer satisfaction and retention. Each competency is made up of various performance indicators (PI).

This programme specifically supports the development of:

- knowledge
- skills and
- behaviours

that are important to ADG to become a recognised and invaluable asset to ADG, and ultimately create greater satisfied patients, maintain and promote an outstanding reputation and ultimately generate profits for the whole practice community. The programme also supports the personal development of dental nurse registrants which is a requirement.

Competencies

Some competencies relate to General Dental Council (GDC)/National Health Service (NHS) standards. Other competencies are related to nursing duties/standards that are specific to Antwerp Dental Group (ADG).

Some competencies relate to skills included in the primary dental nursing qualification. Registered dental nurses who have held their qualification for over 5 years MUST demonstrate current knowledge. Evidence can be met by using CPD certificates and appropriate reflective practice to demonstrate knowledge and competence against each performance indicator. The evidence you reference may meet a number of PI.

By working through the competency framework with the support of a mentor. Dental nurses (DNs) new to the group will be better placed to quickly assimilate ADG protocols and expectations while using the competency framework to identify knowledge or skills that are specific to the ADG/not covered by the primary dental nursing qualification.

Skill Stages

There are **4 stages** within the ADG dental Nurse Competency Framework. Each stage must be completed prior to moving on to the next.

Induction Competencies (ILC): What an ADG DN must know to complete their induction period.

Skill Stage 1: Core Competency Framework (CCF): What an ADG DN must meet in order to demonstrate they can work in a manner that brings service excellence to clients of ADG.

Skill Stage 2: Intermediate Competency (ICF): What an ADG DN must meet to achieve intermediate level within ADG.

Skill Stage 3: Complex Competency Framework (XCF): What an ADG DN must meet to achieve Senior/Specialist Dental Nurse level within ADG.

The skill stage level and specific competency/skills attainment will determine the seniority level and pay grade level which is published on our Academy Site (www.antwerpdentalacademy.co.uk).

Dental nurses who have completed levels of the ADG Competency Framework, can support their DN colleagues who are working through any ADG Framework at the same skill stage, or lower to what they have achieved.

Performance indicators (PI) can be signed off by work-based mentors and various members of the ADG clinical team who work closely with the dental nurse. They must first be identified by an Antwerp Dental Academy (ADA) mentor as competent to do so.

All competencies MUST be finally signed off by an ADA Mentor.

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Guidance

As part of your work towards the ADG competency frameworks, you MUST use the self-assessment tool prior to meeting with the ADA mentor. This ensures your Personal Development Plan (PDP) is tailored to you and based on the self-assessment that you undertook. This also supports the identification of additional training needs.

Each of the performance indicators is listed with a check list to allow you to rate your own knowledge and skills against the following scale:

Good: You have a good standard of skills and knowledge. You use these skills and knowledge on a regular basis and feel confident in your ability. No refresher required

Adequate: Your standard of skills and/or knowledge meets the standard required. You may only use the skills and knowledge from time to time or you may not feel confident in your ability. You and your mentor may agree that you need to refresh specific knowledge or skills.

Needs refreshing: You previously had this standard of skills and/or knowledge, but it is no longer current, or you have not used it in your work recently/regularly. You therefore no longer have the skills and /or knowledge to meet the standard

New to me: Either you have never worked as a dental nurse previously or you haven't covered this topic. Training/development is required.

Once you have rated yourself against each performance indicator/standard you will need to have a professional discussion/review with an ADA mentor. This is to support you in setting an action plan so that you can refresh or develop new knowledge and skills.

The checklist is just a tool, it is not evidence that you are competent against the ADG Dental Nurse Competency Framework. The decision whether you meet the competencies will be made by your mentor using the self-assessment and other appropriate/supporting evidence.

Checklist taken from the HEE/Skills for Health Care Cert. self-assessment tool

Version	Date	Author(s)	Replaces	Comment
V1.0	July 2018	R Wadhwani A Heilmann		

ADG/CCF13 Restorative Dentistry

Competency	Performance Indicator (PI) To meet the ADG standard I can:	How would you rate your current ability?
1. Restorative appointment set-up	1.1 Retrieve clinical notes and identify the treatment being undertaken prior to the appointment. **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	a) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.
	1.2 Set up the appropriate equipment, instruments and materials for the following procedures. Ensuring all equipment is ready for use. *a) Amalgam* *b) Composite* *c) GIC* **a) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **b) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **c) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	a) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. b) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. c) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.

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ADG/CCF13 Restorative Dentistry

Competency	Performance Indicator (PI) To meet the ADG standard I can:	How would you rate your current ability?
1. Restorative appointment set-up	1.2 Set up the appropriate equipment, instruments and materials for the following procedures. Ensuring all equipment is ready for use. *d) Inlay and Onlay* *e) Veneers* *f) Crown and Bridge* **d) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **e) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **f) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	d) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. e) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. f) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.
	1.3 Identify and describe the dental materials used across ADG to ensure efficient chairside support for the clinicians I work with. **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.

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ADG/CCF13 Restorative Dentistry

Competency	Performance Indicator (PI) To meet the ADG standard I can:	How would you rate your current ability?
1. Restorative appointment set-up	1.4 Describe the treatment sequencing for the following procedures – identifying the necessary time intervals. *a) Amalgam* *b) Composite* *c) GIC* **a) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **b) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **c) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **c) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	a) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. b) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. c) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.

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Competency	Performance Indicator (PI) To meet the ADG standard I can:	How would you rate your current ability?
1. Restorative appointment set-up	1.4 Describe the treatment sequencing for the following procedures – identifying the necessary time intervals. *d) Inlay and Onlay* *e) Veneers* *f) Crown and Bridge* **d) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **e) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **f) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	d) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. e) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. f) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.

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Competency	Performance Indicator (PI) To meet the ADG standard I can:	How would you rate your current ability?
2. Equipment and materials	2.1 Describe the use and application of isolation and retraction tools. Provide evidence of working practice. *a) Rubber dam* *b) Labial retractors* *c) Buccal cheek retractors* *d) double mirror* *e) Optragate* **a) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **b) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **c) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **d) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **e) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	a) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. b) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. c) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. d) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. e) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.

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ADG/CCF13 Restorative Dentistry

Competency	Performance Indicator (PI) To meet the ADG standard I can:	How would you rate your current ability?
2. Equipment and materials	2.2 Locate, explain the use, application and maintenance of matrix systems. a) Siqueveland b) Ivory, c) sectional matrix systems **a) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **b) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **c) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	a) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. b) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. c) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.
	2.3 Locate the mercury spillage kit explain the amalgam / Mercury safety protocols. (including the disposal and handling of mercury waste) **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	☐Good ☐Adequate ☐Needs refresh ☐New to me ☐confident that I could show others Reference evidence of knowledge and skills:　　Action plan: ☐

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Competency	Performance Indicator (PI) To meet the ADG standard I can:	How would you rate your current ability?
2. Equipment and materials	2.4 Explain and use shade guides; a) Vita Classical b) Vita 3D Master c) Vita 3D Master Bleach guides Denture shade guides, d) Acrotone, e) Cosmopolitan HXL, f) Bioplus, g) Natura, Y h) Amahachi i) Ivoclar. (*Identify which type your lab uses*) **a) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **b) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **c) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **Denture shade guides** **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	a) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. b) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. c) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. **Denture shade guides** Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.

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Competency	Performance Indicator (PI) To meet the ADG standard I can:	How would you rate your current ability?
2. Equipment and materials	2.5 Identify and describe the various composite brands used across ADG. **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.
	2.6 Identify and demonstrate the correct mixing technique for various products used across ADG. **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.
	2.7 Describe the various bite registration materials and their application in restorative and prosthetic procedures. **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.

ADG/CCF13 Restorative Dentistry

Competency	Performance Indicator (PI) To meet the ADG standard I can:	How would you rate your current ability?
2. Equipment and materials	2.8 Describe the various impression materials and their application in dental procedures. a) Impregum b) Putty/wash c) alginate d) zinc oxide & eugenol **a) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **b) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **c) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **d) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	a) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. b) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. c) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. d) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.

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Competency	Performance Indicator (PI) To meet the ADG standard I can:	How would you rate your current ability?
2. Equipment and materials	2.9 Describe the use, application and maintenance of prefabricated and cast post systems (including post box) **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.
	2.10 Confirm the curing light is fully functioning before the start of restorative chairside assisting. **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.
	2.11 Contribute to the maintenance and upkeep of the communal crown and bridge box. **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.

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ADG/CCF13 Restorative Dentistry

Competency	Performance Indicator (PI) To meet the ADG standard I can:	How would you rate your current ability?
3. Chairside assisting: Restorative	3.3 Demonstrate effective chairside assisting for **amalgam** restorations, applying a four-handed dentistry approach. **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.
	3.4 Demonstrate effective chairside assisting for **composite & GIC** restorations, applying a four-handed dentistry approach. **Composite - How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **GIC - How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	**Composite** - Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. **GIC** - Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.
	3.5 Demonstrate effective chairside assisting for **veneer** procedures, applying a four-handed dentistry approach. **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.

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ADG/CCF123 Restorative Dentistry

Competency	Performance Indicator (PI) To meet the ADG standard I can:	How would you rate your current ability?
3. Chairside assisting: Restorative	3.6 Demonstrate effective chairside assisting for **inlay and onlay** procedures, applying a four-handed dentistry approach. **Inlay - How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **Onlay** **- How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	**Inlay** - Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. **Onlay** - Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.
	3.7 Demonstrate effective chairside assisting for **crown and bridge** procedures, applying a four-handed dentistry approach. **Crown - How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **Bridge - How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	**Crown** - Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. **Bridge** - Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.

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ADG/CCF123 Restorative Dentistry

Competency	Performance Indicator (PI) To meet the ADG standard I can:	How would you rate your current ability?
3. Chairside assisting: Restorative	3.8 Prepare and use the necessary equipment to modify an impression tray to ensure the most effective impression has been taken. *a) burner* *b) composition* **a) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate **b) How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	a) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. b) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.
	3.9 Demonstrate effective chairside assisting for **denture** procedures, applying a four-handed dentistry approach **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	a) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3. b) Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.

ADG/CCF123 Restorative Dentistry

Competency	Performance Indicator (PI) To meet the ADG standard I can:	How would you rate your current ability?
3. Chairside assisting: Restorative *Denture stages –* *Imps* *Bite* *Try-in* *Fit* *Immediate*	3.10 Demonstrate effective chairside assisting for **denture** procedures, applying a four-handed dentistry approach *(All denture stages must be identified)* **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.
	3.11 Demonstrate the disposal of sharps according to HTM01-05 – identify any differences in ADG sharps protocol and manage this effectively. **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.
4. Patient support	4.1 Monitor and support the patient throughout the treatment **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.

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ADG/CCF13 Restorative Dentistry

Competency	Performance Indicator (PI) To meet the ADG standard I can:	How would you rate your current ability?
5. Laboratory submissions	5.1 Identify the contact details of the dental laboratory that will be used to undertake the work. **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.
	5.2 Distinguish how long the laboratory will need to do the work. **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.
	5.3 Explain the importance of checking that work has been collected and returned by the lab. **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.
6. Efficient use of demon-stration kits	6.1 Describe the components of the crown demonstration kit and evaluate its use. **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.

ADG/CCF13 Restorative Dentistry

Competency	Performance Indicator (PI) To meet the ADG standard I can:	How would you rate your current ability?
6. Efficient use of demon-stration kits	6.1 Describe the components of the crown demonstration kit and evaluate its use. **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.
	6.2 Use the crown demonstration kit to provide treatment advice to patients. **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.
	6.3 Describe the components of the denture demonstration kit and evaluate its use. **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.
	6.4 Use the denture demonstration kit to provide treatment advice to patients **How would you rate your current ability?** ☐ New to me ☐ Needs refresh ☐ Adequate ☐ Good ☐ Can demonstrate	Reference evidence of knowledge and skills: Action Plan: 1. 2. 3.

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Use this section to record any further referencing or information to support you in meeting CCF13 (remember to list the PI it relates to.)