



ORAL11001 *Introduction to Oral Health Therapy*

Term 1 - 2021

Profile information current as at 20/04/2024 10:40 pm

All details in this unit profile for ORAL11001 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview

This unit introduces you to the profession of an Oral Health Therapist and to your role within the dental team. You will be introduced to regulatory, ethical and legal frameworks which form the basis of dental practice. In particular, this unit will focus on workplace health and safety, infection control and prevention, communication, practice management and requirements for registration. This unit will also develop your knowledge and skills in the dental environment necessary to commence preclinical and clinical training. You will be required to fulfill mandatory requirements prior to the commencement of clinical training including, First Aid, Immunisations and Blue Card.

Details

Career Level: *Undergraduate*

Unit Level: *Level 1*

Credit Points: 6

Student Contribution Band: 9

Fraction of Full-Time Student Load: 0.125

Pre-requisites or Co-requisites

Condition: Students must be enrolled full-time in CB29 Oral Health Course to enrol in this unit. Corequisites: BIOH11005 Introduction to Anatomy and Physiology and HLTH11027 Foundations of Health.

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

Offerings For Term 1 - 2021

- Rockhampton

Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

Class and Assessment Overview

Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

[Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

[Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Presentation**

Weighting: 25%

2. **Portfolio**

Weighting: 25%

3. **On-campus Activity**

Weighting: Pass/Fail

4. **Online Test**

Weighting: 50%

Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the [CQUniversity Policy site](#).

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from 'Have Your Say' evaluations, Moodle and online tutorials.

Feedback

Students would like more feedback on their Oral Presentations to understand where they need to improve for future oral presentations in Oral Health.

Recommendation

It is recommended that Oral Presentations return to face to face delivery in 2021 as opposed to on-line. In this format, students will be given more time to receive feedback. Face to face delivery allows a greater opportunity for students to engage in the discussions and learn from other students in their cohort.

Feedback from 'Have Your Say' evaluations, Moodle and online tutorials.

Feedback

Students would like more activities that engage them in learning.

Recommendation

In addition to the preclinical and clinical activities and weekly quizzes, it is recommended that interactive learning activities are added to the Moodle site as well as the workbook.

Feedback from 'Have Your Say' evaluations, Moodle and online tutorials.

Feedback

Students appreciated that the Moodle site was easy to navigate and provided study guides, lectures slides, practice questions and quizzes to support their learning

Recommendation

It is recommended that the unit continues to improve on moodle navigation and that study guides, lectures slides, practice questions and quizzes are delivered in a timely manner to support learning.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Understand the roles and responsibilities of an Oral Health Therapist within the dental team and the community
2. Demonstrate knowledge and skills in the maintenance and uses of dental instruments and equipment, as well as the applications and manipulations of dental materials in preclinical and clinical settings
3. Understand the legal and ethical requirements of dental practice in the processes of record management, practice management, workplace health and safety, infection control and prevention as well as the requirements for registration
4. Demonstrate appropriate oral and written communication skills, professional attitudes and ethical behaviours as required of an oral health therapist.

The learning outcomes of this unit are part of the overall learning outcomes in the BOralHlth course at CQUniversity and are included in the annual report to the Australian Dental Council (ADC).

Alignment of Learning Outcomes, Assessment and Graduate Attributes



Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Presentation - 25%	•			•
2 - Portfolio - 25%	•			•
3 - On-campus Activity - 0%		•		
4 - Online Test - 50%		•	•	

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	2	3	4
1 - Communication	•	•	•	•
2 - Problem Solving	•	•		
3 - Critical Thinking	•			
4 - Information Literacy	•		•	•
5 - Team Work	•	•		•
6 - Information Technology Competence			•	•
7 - Cross Cultural Competence	•		•	•
8 - Ethical practice	•		•	•
9 - Social Innovation	•			
10 - Aboriginal and Torres Strait Islander Cultures				

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Presentation - 25%	•	•	•	•	•	•	•	•	•	
2 - Portfolio - 25%	•		•			•		•		
3 - On-campus Activity - 0%	•	•			•					
4 - Online Test - 50%	•	•		•		•	•	•		

Textbooks and Resources

Textbooks

ORAL11001

Prescribed

Modern Dental Assisting

Edition: 13 (2020)

Authors: Doni L. Bird and Debbie S. Robinson

Elsevier

St Louis , Missouri , USA

ISBN: 978-0-323-62485-5

Binding: Paperback

[View textbooks at the CQUniversity Bookshop](#)

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

Referencing Style

All submissions for this unit must use the referencing styles below:

- [Harvard \(author-date\)](#)
- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

For further information, see the Assessment Tasks.

Teaching Contacts

Ceinwen Fay Unit Coordinator

c.m.fay@cqu.edu.au

Schedule

Week 1 - 08 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Oral Health Therapy as a career: <ul style="list-style-type: none">• BOH course overview• History of Dentistry and Oral Health Therapy• What it means to be a dental professional• Dental Therapy, Dental Hygiene and Oral Health Therapy careers• Members of the dental healthcare team and how they work together.	Bird, D.L., & Robinson, D. S. (2021) <i>Modern dental assisting</i> (13th ed.,) Elsevier. St Louis, Missouri, US. Chapters 1-3. Tsang A K Led (2010) <i>Oral Health Therapy Programs in Australia and New Zealand Emergence and development</i> . Knowledge books and Software. Varsity Lakes, Queensland, Australia. Chapters 1 and 2.	

Week 2 - 15 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
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Infection Control 1:

- Introduction to microbiology and disease transmission
- The chain of infection
- Introduction to methods of infection control and prevention
- Practice requirements for infection control and documentation.

Bird, D.L., & Robinson, D. S. (2021) *Modern dental assisting* (13th ed.,) Elsevier. St Louis, Missouri, US. Part 4.

On-campus preclinical activities in the simulation laboratory.
Wednesday 17th March

Week 3 - 22 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Work Place Health and Safety: <ul style="list-style-type: none">• Risks and hazards• Risk assessments• Hazards in the dental workplace• Chemical and waste disposal• Ergonomics• Laws, Regulations, Codes of Conduct, recommendations and advice• Workplace Health and Safety regulations and recommendations• Dental practice documentation	Bird, D. L., & Robinson, D. S. (2021) <i>Modern dental assisting</i> (13th ed.,) Elsevier. St Louis, Missouri, US. Part 5.	

Week 4 - 29 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Law and ethics in dental practice: <ul style="list-style-type: none">• Dental ethics• The legislative framework for members of the dental healthcare team• The Australian context - national, states and territories• Dentistry and the Law• Professionalism and social media	Bird, D. L., & Robinson, D. S. (2021) <i>Modern dental assisting</i> (13th ed.,) Elsevier. St Louis, Missouri, US. Chapters 4 and 5.	

Week 5 - 05 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Record Management and Communication: <ul style="list-style-type: none">• The components of a patient's dental record.• Consent, privacy, and confidentiality• Guidelines for the management of dental records in Australia• Verbal and non-verbal communication• Listening skills• Communication with colleagues and patients• Academic referencing for study in Oral Health.	Bird, D. L., & Robinson, D. S. (2021) <i>Modern dental assisting</i> (13th ed.,) Elsevier. St Louis, Missouri, US. Chapters 26 and 61.	Mandatory requirements are due Friday 9th April. 5.00pm.

Vacation Week - 12 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
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Week 6 - 19 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
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Practice management:

- What is practice management and what is the role of a practice manager?
- Appointment scheduling and the appointment book
- Recall programs
- Patient billing
- Provider numbers
- Australian Schedule of Dental Services (Item Numbers)
- Maintenance schedules
- SOPs.

Bird, D. L., & Robinson, D. S. (2021) *Modern dental assisting* (13th ed.,) Elsevier. St Louis, Missouri, US. Chapters 62 and 63.

On-campus preclinical activities in the simulation laboratory.
Wednesday 21st April.

Week 7 - 26 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Oral Presentations		Oral Presentations Presentation Due: Week 7 Tuesday (27 Apr 2021) 8:00 am AEST

Week 8 - 03 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Dental Instruments and Equipment: <ul style="list-style-type: none">• Functional areas of a dental practice and requirements• Operation and features of the dental chair• Operating zones• Basic grasps for dental instruments and use of a fulcrum• Dental handpieces, features and maintenance• Hand instruments in a basic set up for examination and restorative procedures• Basic instruments and equipment used in local anaesthesia• Instruments and equipment used in oral evacuation, moisture control and rubber dam• Basic bur types• X-ray equipment• Cleaning and sterilizing equipment.	Bird, D. L., & Robinson, D. S. (2021) <i>Modern dental assisting</i> (13th ed.,) Elsevier. St Louis, Missouri, US. Part 7.	On-campus preclinical activities in the simulation laboratory. Wednesday 5th May.

Week 9 - 10 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Dental materials: <ul style="list-style-type: none">• Restorative and aesthetic dental materials• Liners, bases, and bonding systems• Laboratory and impression materials.	Bird, D. L., & Robinson, D. S. (2021) <i>Modern dental assisting</i> (13th ed.,) Elsevier. St Louis, Missouri, US. Part 9.	On-campus preclinical activities in the simulation laboratory. Wednesday 12th May.

Week 10 - 17 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
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Infection Control 2:

- Standard precautions and transmission-based precautions
- Processing and handling of dental instruments.
- General surface cleaning and disinfection
- Surgery design
- Waste management
- Dental unit water lines
- Cleaning and sterilizing equipment.

Bird, D. L., & Robinson, D. S. (2021) *Modern dental assisting* (13th ed.,) Elsevier. St Louis, Missouri, US. Part 4 and 5.

On-campus preclinical activities in the oral health clinic.
Wednesday 19th May.

Week 11 - 24 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to the dental examination: <ul style="list-style-type: none">• Medical, dental and social histories• Extra-oral and Intra-oral clinical examination• Examination of the teeth• Periodontal charting• Radiographic examination• Documenting the dental examination (including tooth diagrams).• Caries risk assessment and early caries detection• Further diagnostic procedures.	Bird, D. L., & Robinson, D. S. (2021) <i>Modern dental assisting</i> (13th ed.,) Elsevier. St Louis, Missouri, US. Chapters 26, 28, 41 and 42.	On-campus preclinical activities in the oral health clinic. Wednesday 26th May.

Week 12 - 31 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Revision		Portfolio Due: Week 12 Friday (4 June 2021) 5:00 pm AEST On-Campus preclinical and clinical activities Due: Week 12 Monday (31 May 2021) 5:00 am AEST

Review/Exam Week - 07 Jun 2021

Module/Topic	Chapter	Events and Submissions/Topic
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Exam Week - 14 Jun 2021

Module/Topic	Chapter	Events and Submissions/Topic
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Term Specific Information

In the clinic and preclinical laboratories, all students must wear name tags, CQU oral health polos, black trousers and low-heeled closed-in black shoes, protective eyewear, have their hair tied back and wear no jewellery on their hands or arms. All garments must be laundered and ironed. In the simulation laboratory, a clinic coat is required to be worn over the oral health polo. In the clinic, students are required to wear an outer protective garment such as a short-sleeved theatre gown. (The theatre gown is not required until week 10). Oral health polo, clinic coat, theatre gown and protective glasses can be purchased from the CQU bookshop. Name tags will be supplied. Students must abide by workplace health and safety and infection control policies and guidelines during all preclinical laboratory and clinic sessions. All mandatory requirements for clinical practice must be met before commencing the clinical activity in week 10.

Assessment Tasks

1 Presentation

Assessment Type

Presentation

Task Description

You will deliver a 5-minute oral presentation with a student partner. You will choose one dental speciality and research the roles and responsibilities of an Oral Health Therapist (OHT) within these practices. A list of topics will be displayed on Moodle. With the support of a power point presentation, you will explain the dental treatment provided and the patients treated in this type of practice. You will describe the different roles and interactions of the dental team members. Specifically, you will describe the role of the OHT and specific procedures performed by the OHT. Your talk should also include the legislation and practice management issues applicable to this practice.

Assessment Due Date

Week 7 Tuesday (27 Apr 2021) 8:00 am AEST

Power Point files must be uploaded to moodle prior to the presentation session by each member of the student group by the due time. Oral presentations will be delivered during lecture and tutorial times.

Return Date to Students

Week 9 Friday (14 May 2021)

Weighting

25%

Minimum mark or grade

50%

Assessment Criteria

The presentation will be assessed on the following criteria:

- Content. The presentation contains accurate information and is supported by references. 45%
- Communication. The mode of delivery is appropriate for the audience with use of effective visual aids and clear and audible speech. 40%
- Organization. Demonstration of organisational skills and ability to work in a small team 15%.

For further information, the marking criteria and rubric are included in the oral presentation assessment page on Moodle.

Referencing Style

- [Harvard \(author-date\)](#)
- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Offline Online Group

Submission Instructions

Upload the power point presentation for each member of the group by the due date and time.

Learning Outcomes Assessed

- Understand the roles and responsibilities of an Oral Health Therapist within the dental team and the community
- Demonstrate appropriate oral and written communication skills, professional attitudes and ethical behaviours as required of an oral health therapist.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice
- Social Innovation

2 Portfolio

Assessment Type

Portfolio

Task Description

In this portfolio you are asked to compile necessary documents and evidence as you would in your future working

career. There are two parts to your first-year portfolio:

1. Evidence of completed mandatory requirements (uploaded in Sonia).
2. A reflective Journal. Your reflective essay will be based on your weekly reflective comments on the preclinical and clinical activities in the workbook but may also include reflections on previous clinical experience.

Assessment Due Date

Week 12 Friday (4 June 2021) 5:00 pm AEST

The due date refers to submission of the reflective journal, however mandatory requirements must be complete prior to clinical activities. The due date set for mandatory requirements is Week 5 Friday 9th April 5.00pm.

Return Date to Students

Exam Week Friday (18 June 2021)

Weighting

25%

Assessment Criteria

1. Mandatory requirements must be completed to pass this unit and continue in the Oral Health program. This is a pass/fail assessment. Submission of all mandatory requirements are via SONIA.
2. The reflective journal comprises 25% of your overall grade and 100% of this assessment mark. You will be assessed on structure and organisation, correct spelling and grammar and awareness of your personal and professional growth during this term. There is a 750-word limit. Submit your journal online via Turn It In. For further information, the marking criteria and rubric are included in the reflective journal assessment page on Moodle.

Referencing Style

- [Harvard \(author-date\)](#)
- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Submission Instructions

Details for submission in SONIA for the mandatory requirements are included on Moodle. The Work Integrated Learning Officer (WIL) will assist you in this process. The Reflective Journal in PDF or word document should be submitted online on Moodle.

Learning Outcomes Assessed

- Understand the roles and responsibilities of an Oral Health Therapist within the dental team and the community
- Demonstrate appropriate oral and written communication skills, professional attitudes and ethical behaviours as required of an oral health therapist.

Graduate Attributes

- Communication
- Critical Thinking
- Information Technology Competence
- Ethical practice

3 On-Campus preclinical and clinical activities

Assessment Type

On-campus Activity

Task Description

You will complete a range of tasks in which you will learn how to operate of the dental simulator and dental chair, carry out basic infection control procedures (including PPP, handwashing, and change-over procedures) and follow the steps for an intra-oral and extra-oral examination on your peer.

All activities will be undertaken in the oral health simulation laboratory, prosthetic laboratory and clinic and are listed and outlined in the workbook for this unit. The workbook will introduce you to self and peer evaluation, reflective practice, and the process of marking and signing off each task with the supervisor.

Assessment Due Date

Week 12 Monday (31 May 2021) 5:00 am AEST

The due date applies to completion of the preclinical and clinical activities and submission of the completed workbook.

Return Date to Students

Week 12 Friday (4 June 2021)

Workbooks will be returned to students.

Weighting

Pass/Fail

Assessment Criteria

The On-Campus preclinical and clinical activities is a pass/ fail assessment and must be completed in order to pass this unit. Attendance for all preclinical and clinical sessions is compulsory.

Marking criteria for evaluation of student performance in pre-clinical and clinical procedures is included in the workbook.

Referencing Style

- [Harvard \(author-date\)](#)
- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Offline

Submission Instructions

The completed On-Campus Clinical and Preclinical Workbook should be submitted in hardcopy to the unit coordinator.

Learning Outcomes Assessed

- Demonstrate knowledge and skills in the maintenance and uses of dental instruments and equipment, as well as the applications and manipulations of dental materials in preclinical and clinical settings

Graduate Attributes

- Communication
- Problem Solving
- Team Work

4 Final examination

Assessment Type

Online Test

Task Description

Complete an examination online.

Assessment Due Date

During the examination week.

Return Date to Students

Results of the online final examination will be made available on certification of grades day 9th July 2021.

Weighting

50%

Minimum mark or grade

50%

Assessment Criteria

The examination will be conducted online within the examination week. It will cover all learning materials from weeks 1-12 and will consist of two parts:

1. Part A .Short answer questions
2. Part B. Short response questions which require a paragraph or short answers to a list of questions relating to one topic..

For a guide to each weekly topic please read the weekly learning outcomes displayed on Moodle.

Referencing Style

- [Harvard \(author-date\)](#)
- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Submission Instructions

The final examination will be conducted online in the examination period. You will be advised on the date and time.

Learning Outcomes Assessed

- Demonstrate knowledge and skills in the maintenance and uses of dental instruments and equipment, as well as the applications and manipulations of dental materials in preclinical and clinical settings
- Understand the legal and ethical requirements of dental practice in the processes of record management, practice management, workplace health and safety, infection control and prevention as well as the requirements for registration

Graduate Attributes

- Communication
- Problem Solving
- Information Literacy
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?



Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem