

---

# **Course Handbook**

---

**FORWARD ACADEMIC TEAM LTD  
(FATE)**

---

**DIPLOMA IN DENTAL NURSING  
NEBDN**

---

## **Handbook Contents Page**

- **Forward Academic Team - Health & Safety Policy.**
- **Diploma in Dental Nursing-Course Information**
- **The NEBDN Syllabus**
- **Recommended books**
- **Facilities and equipment**
- **Student requirements**
- **Class rules**
- **FATE Centre details**
- **Transport to FATE**

## **Forward Academic Team Health & Safety Policy**

Our policy is to provide and maintain safe and healthy teaching conditions, equipment and systems of work for all our employees and students, to provide the training and supervision needed for this purpose.

### **In order to meet these aims we shall:**

- Keep up to date with best practice in relation to Health and Safety and comply with all relevant legislation and authoritative guidance.
- Ensure, so far as is reasonably practicable, those who undertake work on our behalf apply the highest standard of Health and Safety for their employees and the community in general.
- Co-operate actively with local authorities, statutory bodies and public service in the interest of public safety and the safeguarding of the environment
- Maintain to a high standard the estate and working practices in respect of all the premises and sites over which we have control.
- Give a high priority to Health and safety in all our operations
- Develop, implement and monitor Health and Safety regimes appropriate to our work
- Co-operate with, and monitor, the performance of contractors who work for us
- Provide the necessary resources to implement our policies and keep them up to date
- Consult with, and involve, our staff in matters affecting their health and safety.
- Provide the necessary equipment and training for the tasks to be performed
- Where necessary supplement our in-house resources with external resources
- Enlist specialist support to keep our policies and procedures up to date.

We require the full and active participation of all our employees in order that the principles outline in this policy statement may be achieved.

The statutory duties placed on FATE and all their employees, and providers of services and construction works, are to be regarded as minimum standards. We aim to achieve best practice in terms of Health and Safety in all that we do.

## **1. General Statement**

1.1 FATE fully recognizes the duties placed upon it under the Health and Safety at Work Act 1974 and all other relevant legislation. The Centre is committed to ensure at least complies with the minimum requirement and wherever reasonably practicable shall exceed them. It also recognises the obligation it has to others with regard to its activities including the funding bodies in UK responsible for provision of youth training as well as other partners in relation to delivery of training.

The Centre is committed to working with these partners to ensure a safe and healthy working environment. The company recognises the duties it has to not only its staff, but also to trainees, contractors, visitors and any others who may be affected by its activities and shall adopt the principle of zero tolerance with regard to accident prevention. This principle is underpinned by the acceptance of the Centre that no accident at work is acceptable.

1.2 FATE also recognises the position it holds within the Recruitment and Training Dental Nurse and as such is committed to the production of high quality Health and Safety training materials. The Centre will also work toward attaining a position of Standard in Health & Safety.

## **2. Policy Objectives**

2.1 Health & Safety must be regarded as a mutual objective for management and employees at all levels. Therefore management will:

- Provide and maintain a safe, healthy working environment with safe access and outlets;
- Ensure the safety of staff who are mobile workers or those who work from work.
- Ensure that trainees under its Training Agency are placed in a safe and healthy working environment;
- Provide safety training, information and instruction as required for all employees, trainees, visitors and contractors etc, as appropriate.
- Provide all necessary safety devices, protective equipment and supervise their use.
- Maintain a constant and continuing improvement in all aspects of safety, in particular by introducing and monitoring safety procedures.
- Consult employees on matters relating to workplace health, safety and welfare, development and review of policy and procedures through safety management established within the Centre.
- Communicate relevant Health and Safety information through Notice boards in the workplace and the internal e-mail.

## **2.2 Staff have a duty to co-operate fully in the operation of this Policy by:**

- Working safely and efficiently, complying with any instruction, information \* training in accordance with all procedures and statutory obligations.
- Immediately reporting incidents (including accidents, near misses, which have results in, or may lead to injury).
- Assisting with the investigation of accidents and aiding the introduction of measures to prevent a recurrence.

## **3. Policy Implementation**

3.1 The Centre has appointed a Managing Director/Centre Manager responsible for Health & Safety who will ensure continual strategic direction with regard to health, safety and welfare in FATE .

3.2 FATE shall appoint local advisors competent in Health and Safety who will provide general advice on policy implementation.

3.3 The Health and Safety Officer shall maintain the safety management system and ensure processes are in place for its continual improvement.

3.4 Heads of Departments are responsible for implementation and operation of the safety management system in their departments and will be accountable to the Managing Director/Centre Manager responsible for Health and Safety. Managers will be supported in this function by the Health and Safety officer.

3.5 The Operational health and Safety manual will give further guidance on arrangements for putting into effect this policy.

3.6 This policy shall be reviewed whenever circumstances require it such as changes to legislation or activities and at least annually.

3.7 This policy shall be issued to all new members of staff and be made available on notice boards, as well as to all other interested parties through the FATE website.

## **4. Hazards:**

All substances used in the practice must be handled carefully and care taken to avoid skin contact, inhalation or ingestion. Staff and students must comply with Control of Substances Hazardous to Health ( COSHH ) guide-lines. It will help you understand what you need to do to comply with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) which apply to the way you work with these substances.

**Some likely hazards:**

The following list of areas where hazards could arise, or where improvements might be possible, is to help employees in the identification of risks:

**Premises:**

Access, steps, stairs, floor coverings, passages, lighting, furniture, fittings, heating, ventilation, fires, fire precaution

**Class room:**

Computer, cable, heater, lights, book shelves, training instruments.

**Accidents**

The practice **First Aid Box** is in the classroom.

**Electrical equipment**

Never touch with wet hands. In the event of malfunction disconnect at the mains supply.

**Machinery**

Never use machinery unless you have been instructed in its safe use. Make no attempt to dismantle, repair or service machinery without instruction

**5. Fire Evacuation Procedure**

FATE Fire Marshals are named below:

Shekhar Sharma

**In case of fire Please follow the following procedures****Immediate Action:**

Anyone discovering a fire must immediately:

- Sound the alarm, go to the nearest fire alarm point (3 inch box on the wall).
- Inform the person in charge.
- Evacuate the building and report to the assembly point based in front of the Island Business Centre in Wellington Street.
- Walk! Please Do not run.

**The person in charge will:**

- Call 999 and report fire.
- Collect attendance register.
- Make sure toilets are NOT occupied and everybody is out of the building.
- Roll call will be done to make sure everybody is at the assembly point.

### **Escape routes:**

- Fire Doors are identified as Fire Exits
- Fire doors are never locked.
- “Fire fighting equipment” are maintained regularly and serviced.

### **Review of policy**

The policy will be kept up to date, particularly as introduces new materials and equipment. To check the policy effectiveness and the way in which it has operated will be reviewed every year, and staff meetings held regularly to discuss problems.

The Managing Director – Sangita Marahatta -Sharma is responsible for Health and Safety. If you notice any hazards please do not hesitate to contact: Sangita Marahatta -Sharma on Tel 0207 018 0221

### **Diploma in Dental Nursing –Course Information**

#### **What is a dental nurse?**

Dental nurse is a dental care professional who works as part of the dental team. A dental nurse support the dentist in all aspect of patient care, this includes getting the appropriate instruments ready, mixing materials and ensuring patient comforts.

#### **Working as a Dental Nurse in the UK**

##### **To work as dental nurse you must :**

- Pass the (NEBDN) National Diploma in Dental Nursing examination and apply for GDC registration
- Pay annual retention fee to maintain the registration.
- Follow GDC ‘Standards for the Dental Team’
- Maintain your Continuing Professional Development ( CPD ) over a 5 year cycle, 50 verified and 100 unverified total of 150 CPDs.
- Have Disclosure and Barring Service ( DBS) checks.

## **Career prospects**

Gaining the dental nurse qualification is the first step in a career within dentistry. There are many different specialist careers within dentistry and dental nursing is usually a requirement for those wishing to become a dental Hygienist or Dental therapist.

## **Skills and Qualities required for a Dental Nursing.**

- Be genuinely interested in the welfare of your patient and have a friendly and sympathetic disposition,
- Have a high level of manual dexterity
- Good eyesight and good physical health
- Have a confident and reassuring manner and be able to relate well to a wide range of people including children and people with special needs.
- Have a flexible approach to work in order to cope with frequent changes in a busy environment.
- Be able to work well in a team
- Have good organisation skills to manage the administrative aspect of the job.

## **How to qualify as a Dental Nurse**

You must first study the Diploma in Dental Nursing at an accredited Training Centre who can then submit your name to (NEBDN) the National Examination Board for Dental Nurses for the National Examination. You will also need to have a total of 12 months chair side experience as a trainee dental nurse under the supervision of a qualified dentist who is registered with (GDC) the General Dental Council. Qualification is achieved when both of these elements are successfully completed.

Upon successfully completing the final examination you must apply for GDC Registration

You should also be aware that the 12 months chair side experience or a portion of it must be done before the actual exam. All students wishing to take the national certificate will also need to complete a document called “The Record of Experience” which is a log of completed assignment signed by qualified dentist who is registered with the general dental council.

## **Different working environments**

Dental practices, private clinics, hospitals and schools



## **The NEBDN Syllabus**

- Health and safety in the workplace
- Emergencies in the dental surgery
- Legal and Ethical issues in the Provision of Dental care
- Anatomical Structures and system Relative to Dental Treatment
- Oral Disease and Pathology
- Patient Care and Management
- Assessing Patient Oral Health Needs and training planning
- Oral Health Promotion and preventive Dentistry
- Restorative Dentistry
- Oral Surgery
- Orthodontics Procedures
- Dental Drugs, Materials, Instrument and equipment
- Pain and Anxiety Control in dentistry
- Radiography
- Communication
- Child protection.

This syllabus follows the strict guidelines outlined by the National Examination Board of Dental Nursing.

### The examination Structure

#### Written Examination

75 MCQs

50 EMQs

#### Practical examination

OSCEs 20 stations including 4 resting stations.

For more information about the examination check on NEBDN website Diploma in Dental nursing. There are few examples of MCQs, EMQs and OSCEs.

Two hours and half are allowed for the completion of the written exam during 5 minutes is given for each station and a minute to read each question.

## **ADVICE TO STUDENTS**

Students are advised that we do not guarantee employment. However the Centre will assist you in your own efforts to locate suitable employment. Though study materials and instruments are provided students are advised to purchase recommended books and equipment.

All students should expect to undergo a basic literacy test before given a place on the course. It is advisable that students take the time to visit our Centre in order to discuss what they need to do to qualify as a dental nurse.

**The course will held at:**

18- 36 Wellington Street

Woolwich

London

SE18 6PF

**Tel. 0207 0180221**

**Email: [shekhar@forwardacademicteam.com](mailto:shekhar@forwardacademicteam.com)**

**Website [www.forwardacademicteam.com](http://www.forwardacademicteam.com)**

**On the following days: Saturday weekly 10.30am -13.30pm**

**Recommended books**

**Basic Guide to Anatomy and Physiology for Dental Care Professionals** Carole Hollins

ISBN 978-0-470-65611-2

- **H Levison Textbook for Dental Nurses** 11 Edition ISBN 978-1-118-50044-6
- **Questions & Answers for Dental Nurses** C Collins Blackwell ISBN 978-0-470-67090-3
- **NVQ's For Dental Nurses Blackwell** Caroline Hollins ISBN 978-470-67090-3
- **Advanced Dental Nursing 2<sup>nd</sup> Edition** ISBN 978-1-4051-9267-5

**Resources and equipment**

- Power point presentations
- Whiteboard and marker pens
- Flipchart and pens
- Laptop/computers
- Chairs and Tables
- Hand outs

**Student Requirements**

- 2 A4 folders
- Pens and pencils
- Highlighters
- Recommended books
- A 4 lined papers
- Access to internet for your Record of experience
- Attendance NOT less than 80%
- Punctual

### Classroom rules

- Please switch off all mobile phones whilst in the classroom.
- Do not disturb or disrupt lessons.
- Keep the training room, kitchen, toilet facilities clean and tidy.
- No smoking inside the building or toilets as it is a fire hazard.
- Do not leave personal belongings unattended, as FATE will not be responsible for theft, loss or damage to property..
- Always register as soon as you get into the class room.
- Always complete your evaluation sheet before you leave class.

**Check your behavior policy for more details about class rules.**

### Course and exam fees:

	Fee structure	Total fee	Minimum Deposit
1.	College tuition fee	£1500	£200
2.	NEBDN Exam fee	£425	
3.	NEBDN written examination re-sit fee	£50	
4.	NEBDN OSCE examination re-sit fee	£375	
5.	College re-sit preparation fee	£300	
6.	Re-sit preparation for up to 8 months extra tutorial support session fee	£650	

### **Head office Centre Address**

FATE is based in Woolwich, the London Borough of Greenwich in South East London.

**Centre Address:** **Forward Academic Team ltd**  
18-36 Wellington Street  
Woolwich ,London  
SE18 6PF

**Tel.** 0207 0180221

**Email:** [shekhar@forwardacademicteam.com](mailto:shekhar@forwardacademicteam.com)

**Course Administrator:** [sangita@forwardacademicteam.com](mailto:sangita@forwardacademicteam.com)

**Course Tutor** Clover Gordon

**Internal Moderator:** Nilusha Juwan Mandadige

**Course Duration:** 1 Year

**Course Days:** Saturday weekly 10.30 am -13.30 pm

### **Transport Links:**

- **DLR**-Stratford and Bank
- **South Eastern Trains** - from London Waterloo, London Charing Cross, London Bridge, London Victoria via Lewisham
- **Buses** -472, 161 from North Greenwich, 53 from Charing Cross and New Cross, 51 from Welling , 171 from Deptford, 386, 486, 244,178, 161 from Eltham, Blackheath or Welling

**Woolwich Ferry and Woolwich foot tunnel** to cross over to East London.

We also have centres at the following locations

- Folkestone Centre
- Farnborough Centre
- Croydon Centre
- Basingstoke Centre

( Please ask for more details of these centre )

**FORWARD ACADEMIC TEAM LTD**

**( FATE )**