

NEBDN Certificate in Dental Nursing - Record of Experience

Background to the Record of Experience

Information provided by NEBDN

NEBDN (2009) *National Certificate, Tutor Handbook, Record of Experience*.
Fleetwood: National Examining Board for Dental Nurses

In 2005, the General Dental Council produced the documentation 'Developing the Dental Team', which indicated the need for NEBDN to introduce an element of continual assessment to its National Certificate qualification, in order to meet the required standards of this document.

The final product is the 'Record of Experience' (RoE), a portfolio designed specifically to encourage more work based learning opportunities for student dental nurses.

It is composed of a series of Practical Experience Record Sheets (PERS), covering all areas of general dentistry, set out in five units, and a case study. Each unit end has a variety of 'Supplementary Outcomes' (SOs) to be completed, either in the classroom as a training tool, or as homework. These will be reviewed and updated on a regular basis by the RoE group, to ensure that each RoE publication remains current and valid. Any changes to the format will be communicated to training providers in good time.

The completions of all PERS and the case study is recorded using the 'tracking document' provided for each student – this must be signed by the Internal Moderator to authenticate it, before sent by the training centre to NEBDN with the examination application form and entry fee. *(Please note NEBDN no longer accept application direct from candidates, all candidates must apply through an accredited centre).*

All of the PERS and the case study must be completed to the required standard before a student can enter the final National Certificate examination. Only NEBDN accredited training centres have access to the Record of Experience for provision to their students – a student cannot obtain a copy independently.

The purpose of the RoE is to provide a written and authenticated record of every student's chairside training and experiences, so that when fully completed each student has evidence that they have nurse and assisted in the required range of dental procedures and reception duties to deem them 'safe and competent' to work at the chairside.

The RoE is not designed to reduce the amount of classroom training required by the student dental nurses. It should in fact complement the theoretical study and learning they undergo, and allow the student to adapt this information to their everyday workplace duties as a dental nurse.

The range of procedures and the number of PERS to be completed ensures that all future dental nurses have had a documented minimum of workplace training experiences as a starting point for their careers.

People involved in the RoE

There should be four people involved with the management and completion of the RoE

- Tutor
- Internal Moderator (IM)
- Work based Mentor
- Auditor (NEBDN)

In smaller training centres, the tutor and the IM may have to be the same person.

Role and Responsibilities relating to the RoE

Tutor

- To ensure students and their employers are aware of the requirements of the RoE, and the implications of non-completion
- To cross-reference the PERS to the timetabled training course subjects
- To deliver the knowledge required for students to undertake clinical duties safely and effectively
- To deliver the knowledge to a correct level and depth, to enable students to complete supplementary outcomes sufficiently
- To prepare the students to be capable of producing the 1000-1500 word case study, using IT facilities
- To assist the students in simulating some work situations if and when required, to ensure the completion of their PERS
- To ensure that each student has sufficient support with the development of their RoE

Internal Moderator (IM)

- To make early contact with each mentor to explain and discuss their role in the training of the student
- To monitor the student's progress throughout the RoE completion
- To check that the content and depth of the PERS completed meet the required standard
- To check the signatures and date on the PERS, to ensure authenticity and validity
- To ensure adequate feedback is given to both students and tutors, especially if problems arise
- To carry out a final moderation process before the National Certificate Exam application is made.

Work based Mentor

- To support the student both practically and theoretically (if possible) throughout their training, within their working environment
- It is recommended work based mentors make regular checks of the students progress regarding the completion of the RoE
- Raise any concerns with the IM ASAP

Mentors will be a GDC registrant within the students' workplace: often a senior dental nurse, but a dentist, hygienist or therapist may also be willing to participate. Dental nurses who have accessed the GDC register through 'grand-parenting' are suitable to act as mentors.

Auditor (NEBDN)

- To monitor how the moderation process is carried out by the training centre
- To sample the RoE to validate moderation decisions as part of the quality Assurance process
- To validate the accuracy and authenticity of the RoE
- To audit the systems and procedures used by the training centre in the moderation process
- To provide advice and support to the IM and tutor