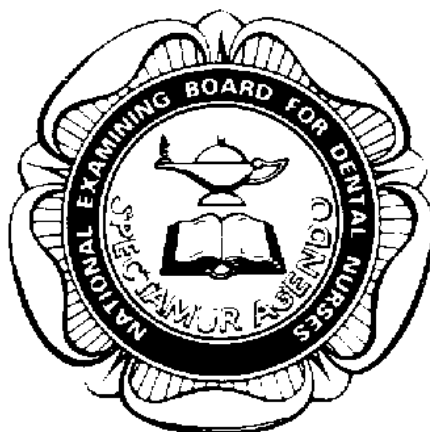


# NATIONAL EXAMINING BOARD FOR DENTAL NURSES



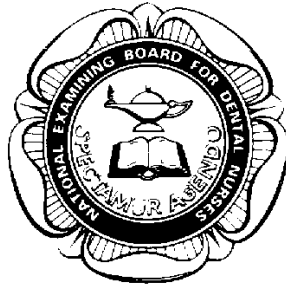
## CERTIFICATE IN ORTHODONTIC NURSING

## PROSPECTUS

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# **NATIONAL EXAMINING BOARD FOR DENTAL NURSES**

## **OBJECTIVE**

### **TO ADVANCE THE EDUCATION OF DENTAL NURSES FOR THE BENEFIT OF THE PUBLIC.**

#### **NEBDN undertakes this duty by:**

- ◇ setting examinations for Dental Nurses which reflect the needs of patients and the profession;
- ◇ publishing syllabuses of study for the examinations set by the Organisation for the benefit of candidates and trainers;
- ◇ encouraging eligible candidates to sit for the examinations set by the Organisation;
- ◇ issuing Certificates and qualification badges to successful candidates;
- ◇ managing quality assurance systems to ensure that the standards of the qualifications are maintained;
- ◇ liaising with other bodies to promote the education and qualification of Dental Nurses.

# CERTIFICATE IN ORTHODONTIC NURSING

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# CERTIFICATE IN ORTHODONTIC NURSING

## AWARDING BODY PROFILE

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### **NEBDN**

Since its inception in 1943 the National Examining Board for Dental Nurses (NEBDN), which is a registered charity managed by a board of trustees, has become the most widely recognised awarding body for dental nurses in the United Kingdom. The Head Office and administrative staff are based in Fleetwood, Lancashire.

### **Panel of Examiners**

The Panel of Examiners is made up of registered dental nurses and dentists who have been qualified for more than four years and demonstrate an active involvement in and commitment to the training and qualification of dental nurses. On appointment examiners are required to undergo a residential induction and training programme before examining.

There are currently almost 400 members of the Panel of Examiners with the largest proportion coming from general dental practices. The policy and procedures of the Board, in relation to examinations, are determined by a Qualifications Council of elected members, with representation from the British Association of Dental Nurses, British Dental Association and the Association of Dental Hospitals. The Board also has an educational adviser to ensure the qualifications develop in line with current education and training principles.

Individual examinations are the responsibility of Qualifications Committees comprised of Panel members with appropriate knowledge and expertise to set examination papers and moderate and verify results.

*The National Examining Board for Dental Nurses aims to provide equality of opportunity for all without hindrance because of race, gender, sexual orientation, disability, age or socio-economic background.*

# CERTIFICATE IN ORTHODONTIC NURSING

## INFORMATION FOR CANDIDATES

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### **Scope of the qualification**

The Certificate in Orthodontic Nursing is a qualification suitable for dental nurses who assist in orthodontic procedures.

The qualification is only available through accredited Training Centres. Candidates will be required to attend a programme of theoretical instruction and also compile evidence of practical competence through a Record of Experience.

### **Entry requirements**

In order to undertake the qualification, a dental nurse must:

- a) be registered with the General Dental Council
- b) have the support of their employer who will be required to
  - allow time and access for training at an accredited Training Centre
  - validate the workplace activities for the Record of Experience.

### **Syllabus**

The syllabus for the Certificate in Orthodontic Nursing details areas of knowledge and understanding which a dental nurse assisting in orthodontic procedures needs to develop in order to practise competently. Therefore much of the assessment is based on the candidate being able to apply the knowledge and understanding in a practical setting. NEBDN continually monitors and reviews the structure of the qualification to ensure that it meets current educational requirements and the needs of the profession.

The syllabus includes words such as describe, explain, identify or demonstrate which indicate the depth of understanding required and will determine how the assessments for the qualification are carried out.

The application of knowledge in practical situations and the skills required are assessed through a Record of Experience.

### **Training**

**Practical training** should be undertaken in the dental environment under the supervision of a dentist and recorded on log sheets in a Record of Experience.

**Theoretical training** must be undertaken by attendance on an NEBDN accredited course. The syllabus may be covered using lectures, seminars and practical simulation. Other teaching methods may also be used such as Computer Assisted Learning and Problem Based Learning.

# CERTIFICATE IN ORTHODONTIC NURSING

## INFORMATION FOR CANDIDATES

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### ***Record of Experience***

It is suggested that a total of 50 hours (including practical experience and theoretical teaching) is normally sufficient to cover the course but this is not prescriptive as the delivery may vary from centre to centre.

The Record of Experience is in three parts and assesses the application of knowledge and the skills required in practical situations.

The Record of Experience consists of:

#### **Part A: Log sheets**

Candidates must complete the log sheets to provide evidence of their involvement in the care of at least **fifty** patients, which should include at least **ten** cases of fixed appliances and **ten** cases of removable appliances including **five** cases of functional appliances.

#### **Part B: Expanded Case Studies**

Candidates must choose **two** patients for the production of detailed case studies, of 2000 words each, relating to:

- advice to **one** patient requiring advice on maintenance of oral health and care of their orthodontic appliance
- **one** patient undergoing orthodontic treatment requiring an interdisciplinary approach.

#### **Part C: Evidence of Competence**

During their course of training, candidates will be expected to demonstrate competence in relation to the following:

- taking of clinical photographs/slides
- completion of cephalometric tracing, digitisation and measurement
- assisting with the taking and handling of impressions
- casting of study models
- contributing to the fitting and adjustment of orthodontic appliances.

The assessment and internal moderation of the Record of Experience is undertaken by the Training Centre and is externally verified by NEBDN.

# CERTIFICATE IN ORTHODONTIC NURSING

## INFORMATION FOR CANDIDATES

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### ***Examination dates and format***

Underpinning knowledge and understanding are assessed by a written examination which candidates are able to undertake within their own Training Centre on the second Friday of June and December each year.

The 90 minute examination consists of:

Part A - 20 multiple choice questions

Part B - 3 structured short answer questions.

### ***Closing dates***

Application forms for entry to the examination are issued with the Record of Experience and all documentation and examination fees must be submitted to NEBDN at least 4 weeks before the date of the examination. Any late submissions will be returned.

### ***Results***

Results are issued directly to Training Centres, in late July for the June examination and early February for the December examination. Training Centres are responsible for notifying candidates of their results.

### ***Certification***

In order to be awarded the Certificate in Orthodontic Nursing, a candidate must:

- complete the Record of Experience to meet the national standard  
**and**
- achieve a pass standard in the written papers.

Certificates are issued to successful candidates, who are also eligible to apply for an Orthodontic Nursing qualification badge that complements the National Certificate qualification badge.

### ***Registration for the qualification***

Training Centres are responsible for registering candidates for the qualification. The candidate will be provided with the appropriate documentation relating to the Record of Experience on registration for which a fee is payable to NEBDN.

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# CERTIFICATE IN ORTHODONTIC NURSING

## SYLLABUS

### SECTION 1

#### ANATOMICAL STRUCTURES RELATIVE TO ORTHODONTICS

- 1.1 Define the function and structure of the:
  - 1.1.1 muscles of mastication
  - 1.1.2 muscles of facial expression and soft tissues
  - 1.1.3 tongue
  - 1.1.4 maxilla and mandible
- 1.2 Describe the:
  - 1.2.1 structure and morphology of deciduous teeth and their eruption dates
  - 1.2.2 structure and morphology of permanent teeth and their eruption dates
  - 1.2.3 growth and development of the mandible and maxilla
  - 1.2.4 basic principles of the biology of tooth movement

### SECTION 2

#### CLASSIFICATION OF MALOCCLUSION

- 2.1 Describe and identify:
  - 2.1.1 skeletal classification
  - 2.1.2 incisor
  - 2.1.3 molar
  - 2.1.4 Define diagnostic terms e.g. overbite, crossbite

### SECTION 3

#### ORTHODONTIC TREATMENT

- 3.1 Understand the aims and limitations of orthodontic treatment
- 3.2 Understand the risks and benefits of orthodontic treatment
- 3.3 Explain how treatment progress is monitored
- 3.4 Discuss finishing and detailing techniques
- 3.5 Explain the function, need and duration of retention

### SECTION 4

#### ORTHODONTIC RECORDS

- 4.1 Describe:
  - 4.1.1 the importance of orthodontic record taking
  - 4.1.2 the use of written assessment records and medical history



# CERTIFICATE IN ORTHODONTIC NURSING

## SYLLABUS

### **ORTHODONTIC RECORDS Cont'd**

- 4.1
  - 4.1.3 effective methods of clinical photography
  - 4.1.4 the types of radiographs and their relevance in orthodontic treatment
  - 4.1.5 an effective system for the storage of orthodontic models
- 4.2 Demonstrate:
  - 4.2.1 effective methods of clinical photography
  - 4.2.2 completion of cephalometric tracing, digitisation and measurement
  - 4.2.3 the chairside procedure for the production of study models

### **SECTION 5**

### **ORTHODONTIC APPLIANCES**

- 5.1 **Active and passive removable appliances**
  - 5.1.1 explain the indications
  - 5.1.2 describe the advantages and disadvantages
  - 5.1.3 describe the components of an appliance
  - 5.1.4 describe the construction of an appliance
  - 5.1.5 describe the different types and uses of appliances
  - 5.1.6 describe the chairside procedures required to produce a working model
  - 5.1.7 identify the instruments and equipment used during the construction of appliances and describe and demonstrate their use during the procedure
  - 5.1.8 identify the materials used during the procedure and demonstrate their use
  - 5.1.9 explain the nature of the advice given to patients on the care of appliances
  - 5.1.10 be able to identify the level of damages to appliances and their potential for repair
- 5.2 **Fixed appliances**
  - 5.2.1 explain the indications
  - 5.2.2 describe the advantages and disadvantages
  - 5.2.3 describe the different types and uses of appliances
  - 5.2.4 describe the components of an appliance and the importance of brackets and bands
  - 5.2.5 describe the construction of an appliance

# CERTIFICATE IN ORTHODONTIC NURSING

## SYLLABUS

### **5.2 Fixed appliances cont'd**

- 5.2.6 describe the chairside procedures required to construct appliances
- 5.2.7 demonstrate the orientation of brackets
- 5.2.8 describe the faults which can occur when positioning brackets and their effects
- 5.2.9 describe and define the types and use of orthodontic wire
- 5.2.10 describe the use of intra-oral elastics and other auxiliaries
- 5.2.11 identify the instruments and equipment used during the construction of appliances and describe and demonstrate their use during the procedure
- 5.2.12 identify the materials used during the procedure and demonstrate their use
- 5.2.13 explain the nature of the advice given to patients on the care of appliances

### **5.3 Extra Oral Traction**

- 5.3.1 describe the principles of use and directional forces
- 5.3.2 identify the components of Extra Oral Traction
- 5.3.3 identify types and describe the fitting of safety headgear

## **SECTION 6**

### **CROSS INFECTION CONTROL IN ORTHODONTICS**

#### **6.1 Describe the orthodontic team's responsibility in relation to:**

- 6.1.1 cross infection
- 6.1.2 Health & Safety
- 6.1.3 sharps policy
- 6.1.4 COSHH

## **SECTION 7**

### **INTERDISCIPLINARY CARE**

- 7.1 Describe the role of orthodontics in the management of the combined orthodontic/surgical patient
- 7.2 Describe the restorative/orthodontic interface
- 7.3 Describe the classification, aetiology and prevalence of cleft lip and palate

# CERTIFICATE IN ORTHODONTIC NURSING

## SYLLABUS

### **SECTION 8**

#### **LABORATORY SKILLS**

- 8.1 Describe the laboratory stages required for appliances and the need for effective communication with the dental laboratory
- 8.2 Demonstrate the preparation and casting of study models

### **SECTION 9**

#### **ORAL HEALTH IN RELATION TO THE CARE AND MANAGEMENT OF APPLIANCES**

- 9.1 Describe how diet may affect oral health and how the orthodontic team can help a patient to improve it
- 9.2 Demonstrate effective communication skills on the following:
  - 9.2.1 advice on the range of food and drinks which are liable to cause caries and the potential risks involved with orthodontic appliances
  - 9.2.2 encourage a patient to follow an efficient dental health routine whilst wearing fixed or removable appliances
  - 9.2.3 monitoring, evaluation and progress

### **SECTION 10**

#### **ORTHODONTIC STOCK CONTROL**

- 10.1 Define and discuss effective stock control and maintenance of orthodontic materials and medicaments
- 10.2 Define and discuss control and maintenance of orthodontic instruments and equipment

### **SECTION 11**

#### **MEDICO-LEGAL**

- 11.1 Describe the importance of data protection and access to patient records in relation to own and other team members' responsibilities (e.g. Data Protection Act 1984 and Access to Medical Records Act)
- 11.2 Describe the importance of keeping up-to-date orthodontic records and medico-legal implication of storing orthodontic records
- 11.3 Describe how the practice of orthodontics is regulated and how these regulations affect the orthodontic dental nurse and other members of the orthodontic team
- 11.4 Explain what is meant by the term 'informed consent'

# CERTIFICATE IN ORTHODONTIC NURSING

## SYLLABUS

### SECTION 12

### ORTHODONTIC INDICES AND CLINICAL GOVERNANCE

- 12.1 Demonstrate the use of the Index of Orthodontic Treatment Need (IOTN)
- 12.2 Demonstrate the use of Peer Assessment Rating (PAR)
- 12.3 Understand the relevance of the prioritising of treatment
- 12.4 Describe and be able to use methods of assessing the outcomes of treatment
- 12.5 Understand the complexity of treatment and hierarchy of treatment provider

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# CERTIFICATE IN ORTHODONTIC NURSING

## OTHER NEBDN QUALIFICATIONS

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### ***Post-Registration Qualifications***

As well as the Certificate in Orthodontic Nursing, NEBDN also offers other post-registration qualifications for dental nurses who have registered with the General Dental Council and who undertake specific roles requiring further skills and knowledge.

#### **Certificate in Oral Health Education**

This qualification tests the practical skills and theoretical knowledge necessary for the provision of oral health education in dental practice in a one to one situation or in small groups.

#### **Certificate in Dental Sedation Nursing**

This qualification tests the practical skills and theoretical knowledge necessary for the dental nurse assisting in the surgery during routine conscious sedation. The examination is only suitable for candidates engaged in this type of work on a regular basis.

#### **Certificate in Dental Radiography**

This qualification is suitable for dental nurses who are required to x-ray patients under the direction of a dentist and in accordance with the Ionising Radiation (Medical Exposure) Regulations 2000 (IR(ME)R) 2000.

#### **Certificate in Special Care Dental Nursing**

This qualification is suitable for dental nurses who assist during the treatment of people whose health and social care needs may require special oral health care provision.

Prospectuses and further details on the above qualifications are available from the Qualifications Administrators, NEBDN, 108-110 London Street, Fleetwood, Lancashire, FY7 6EU.

# CERTIFICATE IN ORTHODONTIC NURSING

## USEFUL CONTACTS

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British Association of Dental Nurses (BADN)  
PO Box 4 Room 200  
Hillhouse International Business Centre  
Thornton-Cleveleys  
Lancashire  
FY5 4QD

Tel: 0870 211 0114

Website: [www.badn.org.uk](http://www.badn.org.uk)

BADN National Education Group (BADN NEG)  
As above

BADN National Orthodontic Group (BADN NOG)  
As above

General Dental Council  
37 Wimpole Street  
London  
W1M 8DQ

Tel: 0207 887 3800

Website: [www.gdc-uk.org](http://www.gdc-uk.org)

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WC1X 8QF

Tel: 0207 837 2193

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