

Title	Allocate and record dental patient's appointments, and maintain dental patient's records		
Level	3	Credits	2

Purpose	People credited with this unit standard are able to allocate and record dental patients' appointments, and maintain dental patients' records.
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Classification	Health, Disability, and Aged Support > Allied Health Assistance
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Available grade	Achieved
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Explanatory notes

- 1 This unit standard cannot be assessed against in a simulated environment. For assessment, competence must be demonstrated in the workplace through paid or unpaid employment, or in placements in a service provider workplace negotiated by an education provider.
- 2 Practice must reflect appropriate values, processes, and protocols in relation to working with Māori and Pacific peoples and/or people from other cultures.
- 3 Practice must be in accordance with the policies and procedures of the employing organisation and include ethical codes, codes of practice, standards, manufacturers' specifications and other organisational requirements.
- 4 Codes of practice relevant to this unit standard are set by the Dental Council of New Zealand and are available at <http://www.dentalcouncil.org.nz/dcStandardsCodes>.
- 5 Definitions
Oral health care procedure refers to examination, assessment, prevention procedures, restorative procedures, surgical procedures, periodontal procedures.
Patient in the context of this unit standard refers to a person accessing dental services. Patients may also be known as consumers, clients, or tūroro in particular contexts and settings.
Patient's records refer to specific documentation that contains a patient's orofacial history, presentation, diagnosis, treatment plan, and specific interventions related to oral health procedures.

Outcomes and evidence requirements

Outcome 1

Allocate and record dental patient's appointments.

Evidence requirements

- 1.1 Appointments are allocated and recorded with reference to the planned procedure and the identified needs of the patient.
- 1.2 Appointment schedules are updated and changes made.

Outcome 2

Maintain dental patient's records.

Evidence requirements

- 2.1 Records are maintained.
- 2.2 Records are used to assist with patient recall procedures.

Planned review date	31 December 2021
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	17 June 2011	31 December 2017
Review	2	17 March 2016	N/A

Consent and Moderation Requirements (CMR) reference	0024
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMRs). The

CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact Careerforce info@careerforce.org.nz if you wish to suggest changes to the content of this unit standard.