

1. Title of the certificate (NL)
<b>Ervaringsbewijs: tandartsassistent (e) (m/v)</b>
In the original language

2. Translated title of the certificate
<b>Certificate of professional competence: dental assistant (m/f) (EN)</b>
<b>Titre de compétence professionnelle: assistant(e) dentaire (h/f) (FR)</b>
This translation has no legal status.

3. Profile of skills and competences
<b><i>The occupational standard was developed and approved by the sectoral social partners.</i></b>
<b><i>The holder of the certificate of professional competence is able to:</i></b>
<b><i>deal with patients:</i></b>
<ul style="list-style-type: none"> <li>➤ answers the telephone by introducing the practice and oneself;</li> <li>➤ answers questions by telephone and refers to the dentist if necessary;</li> <li>➤ goes along with the patient's feelings of fear or discomfort before and during the treatment;</li> <li>➤ overhears incomprehension or complaints without being involved in a discussion;</li> <li>➤ suggests a solution in case of prolonged waiting time;</li> <li>➤ treats patient information confidentially.</li> </ul>
<b><i>assist during a treatment:</i></b>
<ul style="list-style-type: none"> <li>➤ installs the patient into the treatment chair so that the patient is able to sit comfortably and his clothes are protected;</li> <li>➤ looks up the patient file so that the dentist can easily obtain a survey of the data;</li> <li>➤ sets out the equipment and instruments that are needed in order to ensure a smooth procedure during the treatment;</li> <li>➤ follows the instructions of the dentist in order to establish a smooth cooperation;</li> <li>➤ passes the right materials and instruments at the right time;</li> <li>➤ passes the instruments in a way that the dentist can take and handle them with one movement only and this while taking care of the dentist's and the patient's comfort.</li> </ul>
The candidate is able to prove knowledge about:
<ul style="list-style-type: none"> <li>➤ teeth and dental surface numbers.</li> </ul>
<b><i>work hygienically:</i></b>
<ul style="list-style-type: none"> <li>➤ wears gloves and a mask while assisting at the chair and during the manipulation of the instruments;</li> <li>➤ cleans up all contaminated parts of the surgery and all instruments according to the internal procedure;</li> <li>➤ disinfects instruments according to the internal procedure;</li> <li>➤ sterilizes instruments according to the internal procedure.</li> </ul>
<b><i>planning and organisation:</i></b>
<ul style="list-style-type: none"> <li>➤ schedules appointments while taking into account the required treatment time, the dentist's agenda and the patient's desires;</li> <li>➤ plans emergency appointments according to the internal procedure;</li> </ul>

## Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <http://europass.cedefop.europa.eu>

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- spreads his assignments according to the time available.

**to offer administrative and logistic support:**

- checks and puts in the patient data, so that the data in the system are complete, current and in accordance to the official data;
- checks whether the orders that came in correspond to the invoice and the order form;
- packs dental prints so they are ready to send to the dental technics company.

**to work safely and environmentally aware:**

- collects all needles and sharp objects in the special container;
- sorts waste and disposable materials into the provided receivers;
- adopts an ergonomic posture while working.

4. Range of sectors and occupations relevant to the holder of the certificate

*The holder of the certificate of professional competence can work as a dental assistant in the healthcare sector and the dentistry sector.*

5. Official basis of the certificate

<p><b>Name and status of the body awarding the certificate</b> <i>Test centre recognised by the Flemish government</i></p>	<p><b>Name and legal status of the national/regional authority providing accreditation/recognition of the certificate</b> Flemish Ministry for Employment and Social Economy Koning Albert II laan 35 bus 21 1030 Brussels</p>
<p><b>Level of the certificate (national or international)</b> <i>Flemish level</i> <i>RAC (Recognition of acquired competences)</i></p>	<p><b>Grading scale / Pass requirements</b> <i>All competences stated under item 3 must be proved.</i></p>
<p><b>International or European agreements</b></p>	
<p><b>Legal basis</b></p> <ul style="list-style-type: none"> <li>• <i>Flemish Government Order of 23 September 2005 implementing the Decree of 30 April 2004 on obtaining a certificate of occupational competence</i></li> <li>• <i>Ministerial Order of 27 April 2009 determining recognition as awarding instance within the framework of the recognition and assessment procedure to obtain the certificate of professional competence</i></li> <li>• <i>Ministerial Order of 5 October 2010 determining the standard for the title of dental assistant (= certificate of professional competence)</i></li> </ul>	

6. Officially recognized ways of acquiring the certificate

Description of followed pathways	Percentage of total programme (%)	Duration (hours/weeks/months/years)
Recognition of acquired competences (RAC)	100%	Max.4 hours
<b>Total duration of the assessment leading to the certificate</b>		Max.4 hours

**Additional information**

*The assessment was developed according to the dental assistant standard, as established and approved by employees' and employer representatives from the sector. The assessment consists of a criterion oriented interview and direct observation of the process in an occupationally relevant context. The actual assessment is done by 2 evaluators according to the dental assistant standard.*

**More information is available at:**

[www.ervaringsbewijs.be](http://www.ervaringsbewijs.be)

**Flemish overview of Europass certificate supplements:**

*You can download the Flemish Europass Certificate supplements in different languages and find a description of the national and regional systems for qualifications at:*

[www.europass-vlaanderen.be/cs](http://www.europass-vlaanderen.be/cs)