

# RECORD OF COMPETENCE

## PART A

### PRACTICAL COMPETENCE ASSESSMENT SHEETS

#### Notes for Guidance

The PCAS are designed to demonstrate evidence of your competent involvement during the treatment of patients during treatment under conscious sedation and patients during recovery from conscious sedation. Involvement in both areas may be demonstrated during the treatment of one patient.

An appropriate witness is **required** to validate each case, grade your performance against 4 competencies and must add feedback.

Template sheets are supplied for you to photocopy. All PCAS should be treated as a contemporaneous record and **MUST** be hand written. That witness **MUST** sign and date the log sheets at their time of completion, or within 14 days to validate them.

#### Assessment criteria

Please use the following criteria when completing the PCAS sheets.

Sedation scoring		Assessment of operating conditions		
1	Fully awake and orientated	1	Good	Fully co-operative, optimum sedation
2	Drowsy	2	Fair	Min interference over/under sedated
3	Eyes closed, responds promptly	3	Poor	Difficult over/under sedated
4	Eyes closed, mild stimulus required	4	Impossible	Treatment could not be started or had to be abandoned
5	Eyes closed, unrousable			

#### Assessment of competence

For each case the candidate's competency must be assessed in line with the GDC domains of professional practice

- 1. Clinical**  
The candidate demonstrated knowledge and clinical skills appropriate for the patient's condition and the type of sedation being used
- 2. Professional**  
The candidate demonstrated professionalism in his/her duties and effective team working towards the delivery of safe, effective care.
- 3. Communication**  
The candidate communicated appropriately, effectively and sensitively with patients, their relatives or carers and colleagues
- 4. Management and Leadership**

The candidate managed themselves and the clinical environment in line with current standards and guidelines.

For each area the performance in the domain should be graded as:

Grade	Criteria
Not yet competent	In the view of the witness, the candidates skills are not yet adequate in this area to a level you expect from a qualified dental sedation nurse
Competent	In the view of the witness, the candidates skills meet or exceed the level you would expect from a qualified dental sedation nurse

It is accepted that each witness will have different expectations.

**Only PCAS that demonstrate FULL competence will count towards the requirements of the RoC however you may wish to retain any PCAS that do not within your PDP to demonstrate the development of your clinical skills.**

For further guidance on the GDC domains of professional practice please see their website:

[www.gdc-uk.org/dentalprofessionals/education/pages/dental-team-learning-outcomes.aspx](http://www.gdc-uk.org/dentalprofessionals/education/pages/dental-team-learning-outcomes.aspx)

#### Providing feedback

To ensure feedback is valid, please share the guidance below with all potential witnesses.

- Witnesses are required to give feedback on each and every PCAS submitted by the candidate.
- All feedback must be completed using the following guidelines: Include positive comments, as well as negative ones, to affirm that the candidate has done well and is then encouraged to listen further
- Avoid the use of the word 'but' because this negates the previous comment, however positive it was, and often gives the impression that the candidate should 'expect the worst' (substitute with the word 'and' instead)
- Refer to the relevant assessment criteria so that feedback is specific to that particular assessment process, and the candidate has an idea of 'what they're aiming for' Give specific information on good performance so that this can be built upon for future assessments
- Give specific information on poor performance so that improvement is correctly guided and obstacles to better performance can be overcome
- Raise relevant issues, or ask questions to determine the candidate's knowledge and understanding of the assessment content, to help clarify any misunderstandings and / or lack of knowledge

- Provide feedback within 14 days of the assessment task, so that the candidate's performance is relatively fresh in their mind and they can relate comments effectively. Any PCAS signed outside the 14 days of the activity is deemed invalid (unless accompanied by explanatory statement)
- Provide the opportunity for dialogue so that the candidate can discuss the feedback and any issues, rather than just having to accept it with no comment