

## Overview

This standard covers the safe practice of taking oral tracing records to produce transfer records as required for mounting casts on articulators. This function will be performed to check on occlusal problems prior to making decisions about an appropriate treatment plan. Users of this standard will need to ensure that practice reflects up to date information and policies.

## Performance criteria

### *You must be able to:*

1. access and accurately interpret all relevant work instructions and information
2. work safely at all times and in accordance with all relevant legislation, guidelines, policies, procedures and protocols
3. deal promptly and effectively with any problems within your control and report those which cannot be solved
4. identify and minimise hazards and risk in the workplace
5. confirm identity of the individual in accordance with organisational procedures
6. gain valid, informed consent from the individual in accordance with specific procedures
7. communicate with relevant others at a pace, manner and level appropriate to their understanding, preferences and needs
8. respect the individual's rights and wishes relating to their privacy, beliefs, and dignity
9. provide support to the individual and ensure health and safety measures are implemented at all times
10. identify pre-disposing clinical conditions that could affect the use of a face bow on the individual's face, taking account of individual's safety and/or accuracy requirements
11. decide on a suitable and safe technique related to the type of face bow to be used, and whether the individual is edentulous, partially edentulous or dentate
12. explain the procedure clearly to the individual
13. apply standard precautions for infection prevention and control
14. prepare the equipment needed, and any required materials, in accordance with the manufacturer's instructions
15. position the individual comfortably for the procedure and ensure their auditory canals and facial tissues are protected
16. identify relevant anatomical features and place the face bow and locate it appropriately on the individual's face
17. adjust both the occlusal registration fork and orbital reference plane indicator on the face bow and lock in place to obtain an accurate record, taking due care of the individual's tissues
18. remove the face bow from the individual and check the record for accuracy and coverage
19. discuss the record with the individual, and explain the next stage in the process
20. decontaminate the face bow

Take an oral tracing registration

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21. link the face bow record with any associated intra-oral records, if appropriate
22. take adequate precautions to store the registration in an appropriate container that will preserve the record until it is used
23. dispose of waste in accordance with organisational procedures
24. complete and store all relevant documentation in accordance with organisational requirements"

## Knowledge and understanding

### *You need to know and understand:*

1. the current legislation, guidelines, policies, procedures and protocols which are relevant to your work practice and to which you must adhere
2. the scope and limitations of your own competence, responsibilities and accountability as it applies to your job role
3. how to access and interpret all relevant work instructions and information
4. specific procedures for reporting issues which are beyond your competence, responsibilities and accountability
5. the duty to report any acts or omissions that could be unsafe/detrimental to you or others
6. the hazards and risks which may arise during the execution of your work role and how you can minimise these
7. how to communicate with relevant others at a pace, manner and level appropriate to their understanding, preferences and needs
8. the correct use of any equipment and PPE to protect the health and safety of you and others
9. how to obtain positive confirmation of an individual's identity in accordance with organisational procedures
10. the principles, practice and procedures associated with informed consent
11. the importance of applying standard infection control precautions to taking oral recordings, \*\*and the potential consequences of poor practice
12. relevant anatomy and physiology related to the temporomandibular joint (TMJ) articulations and occlusions and related disorders
13. procedures for taking oral tracing records
14. the range of oral tracing systems currently available
15. clinical practice and procedures related to taking oral tracings on a dentate, partially dentate and edentulous individual, including how to use articulators
16. how to manage and integrate the procedure of oral tracing in providing functional and aesthetic dental prostheses (fixed and removable) with individual requirements and/or needs
17. how to measure associated records with hybrid oral tracing devices, or similar
18. the developments of information communication technology (ICT) in respect of recording aspects of TMJ location
19. how to dispose of waste in accordance with organisational procedures

20. how to complete and safely store all relevant documentation in accordance with organisational requirements"

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