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|  | Supplement to vocational qualification certificate(\*) | http://upload.wikimedia.org/wikipedia/commons/thumb/8/84/Flag_of_Latvia.svg/125px-Flag_of_Latvia.svg.pngLatvia |

Series of vocational qualification certificate \_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_\_

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| **1. Title of the vocational qualification certificate(1)** |
| ☐ Diploms par profesionālo vidējo izglītību  ☐ Profesionālās kvalifikācijas apliecība  Profesionālā kvalifikācija: **Zobārsta asistents** |
| (1) in the original language |

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| **2. Translation of the title of the vocational qualification certificate(2)** |
| ☐ A diploma of vocational secondary education  ☐ A vocational qualification certificate  Vocational qualification: **Dental Assistant\*\*** |
| (2) If applicable. This translation has no legal status. |

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| **3. Competence profile** |
| A dental assistant takes care of a patient's oral cavity, assists the dentist during dental manipulations, carries out infection control measures in the dental office, carries out oral prophylaxis and educational and motivational work under the supervision of the dentist.  Has acquired the competences required to perform the following professional duties and tasks:  3.1. Infection control measures in the dental office:  − handle dental instruments and materials before sterilisation;  − sterilise dental instruments and materials;  − store sterilised dental instruments and materials;  − disinfect dental equipment and work surfaces.  3.2. Administrative work in a dental office:  − coordinate patient flow in the dental office;  − inform patients/relatives about the treatment process;  − provide the dental office with the necessary facilities;  − ensure the circulation and archiving of dental practice records.  3.3. Participating in the oral treatment process:  − prepare the workplace and the necessary equipment for dental manipulation;  − assist the dentist during surgical manipulations;  − assist the dentist during therapeutic manipulations;  − assist the dentist during endodontic manipulations;  − assist the dentist during periodontal manipulations;  − assist the dentist during orthodontic manipulations;  − assist the dentist in preparing the patient for the stages of fabrication of non-removable dentures;  − diagnose the patient radiologically;  − assist the dentist during implant manipulations;  − tidy up the workplace after dental manipulations;  − assist the dentist in preparing the patient for the stages of fabrication of removable dentures;  3.4. Prevention of oral diseases:  − carry out preventive work for different patient populations;  − perform the manipulations prescribed by the dentist to prevent oral diseases; − inform the patient about oral diseases and their prevention;  − inform the patient's family about oral diseases and their prevention.  3.5. Dental patient and staff safety measures:  − assess the general health of the dental patient;  − provide first aid to the patient;  − assist the dentist in a medical emergency.  3.6. Fundamental principles of professional practice, labour and environmental protection requirements:  − comply with labour protection and environmental protection requirements;  ‒ comply with the rules governing employment relations;  ‒ respect social and civic responsibility principles;  ‒ use the national language;  ‒ use one foreign language;  ‒ plan for the execution of the work assignment;  ‒ adhere to the culture of professional communication;  ‒ use information and communication technology;  ‒ improve professional qualification.  Additional competences:   * *<<To be completed by the education institution>>;* * *...;* * *...;* * *...* |

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| **4. Employment opportunities in line with the vocational qualification(3)** |
| Work in dental offices and other medical establishments providing dental services. |
| (3) If possible |

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| **5. Description of the document certifying vocational qualification** | |
| **Name and status of the body issuing the vocational qualification certificate** | **National authority providing recognition of the vocational qualification certificate** |
| *<<Full name, address, telephone number, website address; e-mail address of the issuing body.* *Legal status of the issuing body>>* | Ministry of Education and Science of the Republic of Latvia, website: [*www.izm.gov.lv*](http://www.izm.gov.lv) |
| **Level of the vocational qualification certificate**  **(national or international)** | Assessment scale/Assessment attesting fulfilment of the requirements |
| State-recognised document, corresponding to the fourth level of the Latvian Qualifications Framework (LQF 4) and the fourth level of the European Qualifications Framework (EQF 4). | A mark of at least "average - 5" in the vocational qualification examination (using a 10-point scale). |
| **Access to the next level of education** | **International treaties or agreements** |
| A diploma of vocational secondary education enables further education at LQF level 5/ EQF level 5 or LQF level 6/ EQF level 6. | *<<If applicable.* *To be completed by the education institution in case international treaties or agreements provide for the issue of additional certificates. If not applicable, delete comment>>* |
| **Legal basis** | |
| Vocational Education Law (Section 6) | |

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| **6. Means of obtaining the vocational qualification certificate** | | | |
| ☐ Formal education:  ☐ Full-time  ☐ Full-time (work-based training)  ☐ Part-time | | ☐ Education acquired outside the formal education system | |
| **Total duration of training\*\*** (hours/years) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **A: Description of the vocational training received** | B: Percentage of total (100%) programme | | C: Duration (hours/weeks) |
| Part of the education programme completed in the education institution | *<<Indicate the amount (%) of the education programme completed on the premises of the education institution>>* | | *<<Indicate the amount (in hours or training weeks) of the education programme completed on the premises of the education institution>>* |
| Part of the education programme completed in workplace internship, including work-based training | *<<Indicate the amount (%) of the education programme completed outside the premises of the education institution,*  *i.e. practical training in enterprises, workplace internships, work-based training>>* | | *<<Indicate the amount (in hours or training weeks) of the education programme completed outside the premises of the education institution,*  *i.e. practical training in enterprises, workplace internships, work-based training>>* |
| **\*\*** Applicable to formal education.  **Further information available at:**  [*www.izm.gov.lv*](http://www.izm.gov.lv)  [*https://visc.gov.lv/profizglitiba/stand\_saraksts\_mk\_not\_626.shtml*](https://visc.gov.lv/profizglitiba/stand_saraksts_mk_not_626.shtml)  **National Information Centre:**  National Europass Centre in Latvia, [*http://www.europass.lv/*](http://www.europass.lv/) | | | |