

1. Title of the certificate ⁽¹⁾
Dentalna asistencija / asistent
(241204)
⁽¹⁾ In the original language

2. Translated title of the certificate ⁽¹⁾
Dental assistant
⁽¹⁾ If applicable. This translation has no legal status.

3. Profile of skills and competences
<p>A typical holder of the certificate is able to:</p> <ul style="list-style-type: none">- use the basic communication knowledge and skills in different communication situations, use the verbal and written standard Croatian language in an adequate manner, to understand and to write texts of different functional styles;- apply the essential socio-cultural knowledge about other countries and languages acquired through language activities, to accept a tolerant communication with members of other cultures;- use the documentation, to understand speech-messages, to conduct conversations, to understand and to produce texts in foreign languages;- solve mathematical problems independently and as part of a team, to apply mathematics in professional and everyday life, to apply physical regularities and measurement procedures and methods in the area of work (of dental assistant);- understand the natural world principles and the relationship between the technology and the work area, to apply properly chemical and biological knowledge in healthcare and everyday life within the sustainable development of the community;- use the modern information communication technology in a purposeful manner, to search, to collect and to process data;- consider the totality of the human beings in relation to their social environment in an ethical manner, to apply consistently the principles of professional ethics and to perform the assumed tasks in a responsible way;- recognise risks and hazards in different situations, to assess and to manage these risks and hazards;- foster health culture to increase the resistance of the organism to harmful impacts of the modern way of life and work;- plan therapy procedures in consultation with the dental team, to keep independently a list of patients and therapy procedures;- analyse the quantity and the accuracy of stock items in the store room on a regular basis, to analyse the correctness of space and the accuracy of equipment in the dentist's office independently and according to the doctor's instructions;

(*) 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.
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3. Profile of skills and competences

- ensure a pleasant environment in the waiting room in the dentist's office and the suitable printed and other health education material in consultation with the dental team;
- disinfect independently the workplace, the work surface, the instruments and other accessories necessary for therapy procedures;
- sterilise independently the instruments and accessories necessary for therapy procedures, to carry out a sterilisation control in accordance with standards and legal regulations;
- prepare independently the instruments and accessories, to assist the doctor of dental medicine during the therapy procedure according to instructions;
- prepare independently the patient for the therapy procedure, to provide care for the patient after the therapy procedure in accordance with standards and legal regulations, respecting his or her dignity and right to diversity;
- work together with a doctor of dental medicine when carrying out the diagnostic and therapy procedure in accordance with standards;
- recognise independently emergency medical states, to participate in their solution;
- make the user of dental-medical services familiar with basic rules of oral hygiene and prevention, to participate in the health education process of the community;
- enter the patient's dental status according to the order of a doctor of dental medicine, to file the personal dental and other medical documentation in accordance with the regulation, to prepare a report of the performed therapy procedures;
- apply the modern information technology in preparing and storing the medical, statistical and financial documentation;
- charge for dental services independently according to the service pricelist;
- control independently the expiration date of medicines and dental supplies, to keep delivery and receipt documents for dental supplies, to order new materials for therapy procedures in consultation with a doctor of dental medicine on a regular basis;
- make the patient familiar with the course of the therapy procedure in accordance with the tasks under the dental assistant's competence, to overcome the communication obstacles with the patient independently or as part of a team (children, older and frail persons, persons with disabilities, persons from other speaking areas);
- communicate within and outside the dental team (applying professional ethics, professional terminology and modern information technology);
- attend regular professional training, to apply the newly acquired knowledge and skills in everyday work;
- self-evaluate the work performance in the dentist's office, to apply valid legal regulations and the code and protocol of ethics in everyday work;
- manage independently medical, chemical and mechanical waste in accordance with valid legal regulations;
- apply independently personal protective measures and protective measures for patients;
- execute independently hygienic and epidemiological measures in the dentist's office and post-exposure prophylaxis measures in accordance with legal standard.

4. Range of occupations accessible to the holder of the certificate ⁽¹⁾

The curriculum for acquiring the certificate for dental assistant trains the candidate for a teamwork in a dentist's office of primary health care and for work in a specialist-consultative health care and/or in a multidisciplinary team, as well as for independent work in accordance with legal regulations in public health services, dental industry and insurance and trade companies.

⁽¹⁾ If applicable

5. Official basis of the certificate

Name and status of the body awarding the certificate Medicinska škola Ante Kuzmanića Zadar (Ante Kuzmanić Medical School in Zadar) Ulica dr. Franje Tuđmana bb 23000 Zadar This school is integrated into the secondary education system of the Republic of Croatia	Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry of Science and Education Donje Svetice 38 10000 Zagreb www.mzo.hr
Level of the certificate (national or international) Level 4.2 of the Croatian Qualifications Framework	Grading scale / Pass requirements 5: Excellent 4: Very good 3: Good 2: Sufficient 1: Insufficient Passing grade: 2 (sufficient)
Access to next level of education/training This qualification gives access to tertiary-level qualification and to continuing education and training.	International agreements
Legal basis <ul style="list-style-type: none"> - Law on Education in Primary and Secondary Schools (Official Gazette No. 87/2008, 86/2009, 92/2010, 105/2010-corr., 90/2011, 16/2012, 86/2012, 94/2013 and 152/14) - Vocational Education Act (Official Gazette No. 30/2009) - Croatian Qualifications Framework Act (Official Gazette No. 22/2013) - Decision of the Ministry of Science, Education and Sports on enacting the vocational curriculum for acquiring a vocational certificate for dental assistant (CLASS: 602-03/11-05/00099; FILE NO.: 533-09-11-0002, of 22 August 2011) 	

6. Officially recognised ways of acquiring the certificate (1)

Description of vocational education and training received	Percentage of total programme (%)	Duration (hours/weeks/months/years)
School-/training centre-based	48,8 %	2170 / 4445
Workplace-based	27,6 %	1225 / 4445
Accredited prior learning	23,6 %	1050 / 4445
Total duration of the education/ training leading to the certificate		4 years
Entry requirements The requirement for the certificate for dental assistant is the completion of primary education.		

6. Officially recognised ways of acquiring the certificate (2)

Curriculum for the certificate for dental assistant

A. GENERAL EDUCATION PART																					
MODULE	COURSES	The number of hours (yearly and weekly – theory, exercises and practical teaching) and the number of credit points																			
		1 st year					2 nd year				3 rd year				4 th year						
		weekly				Credit points	weekly			Credit points	weekly			Credit points	weekly		Credit points				
		yearly	T	E	PT		yearly	T	E		PT	yearly	T		E	PT		yearly	T	E	PT
GENERAL EDUCATION PART	CROATIAN	140	4				140	4				140	4				128	4			
	FOREIGN LANGUAGE	70	2				70	2				70	2				64	2			
	HISTORY	70	2				70	2				70	2								
	RELIGION/ETHICS	35	1				35	1				35	1				32	1			
	GEOGRAPHY	70	2				70	2				70	2								
	PHYSICAL AND HEALTH EDUCATION	70	2				70	2				70	2				64	2			
	MATHEMATICS	70	2				70	2				70	2								
	PHYSICS	70	2				70	2				70	2								
	CHEMISTRY	70	2				70	2				70	2								
	BIOLOGY	70	2				70	2				70	2								
	INFORMATION TECHNOLOGY											70	2								
POLITICS AND ECONOMY																	32	1			
TOTAL HOURS / CREDITS A.		735	19	2	0	38	700	18	2	0	36	385	9	2	0	20	320	8	2	0	16
PORTION OF GENERAL EDUCATION COURSES / CREDITS IN TOTAL FUND %			66%			63%		63%			60%		34%			33%		32%			27%
B. SPECIAL VOCATIONAL PART																					
B1. MANDATORY VOCATIONAL MODULES	COURSES	The number of hours (yearly and weekly – theory, exercises and practical teaching) and the number of credit points																			
		1 st year					2 nd year				3 rd year				4 th year						
		weekly				Credit points	weekly			Credit points	weekly			Credit points	weekly		Credit points				
		yearly	T	E	PT		yearly	T	E		PT	yearly	T		E	PT		yearly	T	E	PT
DENTAL MEDICINE	LATIN LANGUAGE IN MEDICINE	35	1			2	35	1			2										
	ANATOMY AND PHYSIOLOGY	70	2			4	35	1			2										
	DENTAL MORPHOLOGY						35	1			2										
	INTRODUCTION TO DENTAL						35	1			2	70	2				4				
	DENTAL EQUIPMENT AND	35	1			2	70	2			4										
	EMERGENCY MEDICAL STATES											70	1	1			4				
PREVENTIVE MEASURES IN HEALTH SERVICES	PREVENTION IN DENTAL MEDICINE											35	1				2				
	TEACHING METHODS OF HEALTH																64	1	1		4
ORGANIZATION OF WORK IN DENTISTS OFFICE	WORK ORGANIZATION											70	1	1			4				
HEALTH CARE	HEALTH CARE	175	3	2		10	70	1	1		4	105	2	1		6	96	1	2		6
DENTAL ASSISTING	DENTAL ASSISTING						70	1	1		4	315	3	6		16	384	2	10		22
QUALITY SYSTEM	QUALITY IN DENTAL MEDICINE																64	2			4
TOTAL HOURS / CREDITS B1.		315	7	2	0	18	350	8	2	0	20	665	10	9	0	36	608	6	13	0	36
PORTION OF VOCATIONAL COURSES / CREDITS IN TOTAL FUND %			28%			30%		31%			33%		59%			60%		61%			60%
B2. ELECTIVE VOCATIONAL MODULES	COURSES	The number of hours (yearly and weekly – theory, exercises and practical teaching) and the number of credit points																			
		1 st year					2 nd year				3 rd year				4 th year						
		weekly				Credit points	weekly			Credit points	weekly			Credit points	weekly		Credit points				
		yearly	T	E	PT		yearly	T	E		PT	yearly	T		E	PT		yearly	T	E	PT
ELECTIVE VOCATIONAL MODULE	COMMUNICATION SKILLS	70	1	1		4															
	LATIN LANGUAGE	35	1			2	35	1			2										
	ADMINISTRATION IN DENTAL MEDICINE						70	1	1		4										
	DENTAL COMPUTER PROGRAMME										70	1	1				4				
	CROATIAN SIGN LANGUAGE										70	1	1				4				
FUNDAMENTALS OF RADIOLOGY IN DENTAL MEDICINE																64	1	1		4	
TOTAL HOURS / CREDITS B2.		70	1	1	0	4	70	1	1	0	4	70	1	1	0	4	64	1	1	0	4
PORTION OF ELECTIVE COURSES / CREDITS IN TOTAL			6%			7%		6%			7%		6%			7%		6%			7%
TOTAL HOURS ECVE/CREDITS B1 + B2		385	8	3	0	22	420	9	3	0	24	735	11	11	0	40	672	7	14	0	40
PORTION OF VOCATIONAL COURSES / CREDITS IN TOTAL			34%			37%		38%			40%		66%			67%		68%			67%
C. FINAL WORK																					
TOTAL ECVE/CREDITS C.		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
TOTAL HOURS/CREDITS A + B + C		1120	27	5	0	60	1120	27	5	0	60	1120	20	12	0	60	992	15	16	0	60

More information (including a description of the national qualifications system) available from Ministry of Science and Education (www.mzo.hr)
 agency for Vocational Education and Training and Adult Education (www.asoo.hr)
 National Europass Centre Croatia (www.europass.hr)

Zadar, 29 June 2016.

