

Chair of Conservative Dentistry with Endodontics
JU MC

Procedures' book

5th year



Name and Surname:

Academic year 2019/2020

REGULATIONS FOR CLASSES
DEPARTMENT OF CONSERVATIVE DENTISTRY AND ENDODONTICS

1. To obtain credit for the classes on a given day Student must attend both - seminar and practical classes. Absence from one of these types of class will result in no credit being awarded.
2. Students are required to wear medical clothing: white medical coat, white trousers or skirt, shoes with light soles. Every Student must also have identification tag placed on the medical coat.
3. Students can only begin a medical procedure when wearing a head cover, protective glasses, a face mask, a visor and medical gloves (black gloves are not allowed).
4. Students must not bring into the classroom any backpacks, purses. All personal items and bags should be left in the cloakroom. Mobile phone has to be placed in cupboard; Student must not use mobile phone in the surgery for any purpose.
5. Photographic documentation may only be made with a camera available in the surgery.
6. A Student's theoretical preparation for a medical procedure is assessed by the supervising assistant.
7. A Student may only begin a medical procedure after first obtaining the consent of the Supervising Assistant.
8. Every stage of a Student's work must be checked by the supervising assistant.
9. Students work in pairs (four-hands system with active assistance) with patient in a supine rest position.
10. Every procedure must be noted down in the patient's record. Information regarding the procedure must include the name of the Student who carried out the procedure, the year of studies, Student's group. Every procedure must also be written down in the Student's Record Book and signed by the Supervising Assistant. Record books containing all the procedures the student completed during the whole semester must be submitted to the Supervising Assistant by the end of each semester.
11. On completion of the surgical procedure in the patient, the workplace must be cleaned by the pair of Students who had been working at the workplace (including preparing smaller apparatus for sterilization). On completion of the classes the workplace must be accepted by the Dental Assistant, in the presence of the Students. Any equipment missing or damaged will be noted in the records of the Clinic.
12. During classes Students may only leave the classroom after having first gained the permission of the assistant.
13. Three absences from classes and seminars explained in written form are permissible during the course of the academic year (the written explanation must be submitted within a week). If the Student is late three times this will be treated as one absence. The Student must make up outstanding classes with the Supervising Assistant responsible for the class unless the Director states otherwise. A greater number of absences must be reported in writing to the Vice-Dean of Dentistry at the Faculty of Medicine in order to complete the semester. If a Student is absent from more than three seminars and classes he/she can make up these absences after first submitting in writing the reasons for the said absences and also after obtaining the written consent of the Vice-Dean of Dentistry at the Faculty of Medicine in the form of an extra work practice. The duration of the extra work practice will be determined by the Director of the Department.
14. To take a mid-term a Student must first complete all the seminars conducted by the Supervising Assistant.
15. There are two deadlines for each test, passing level – 70%. A Student who fails the test in both periods, occurs before the end of the semester to the Dean asking for permission to pass the test allowing for classes in the next semester. You can not start the semester with the arrears.
16. To earn the final credit for the course the Student must attend all classes and seminars (earning positive results from the mid-terms and completing the minimum mandatory procedures). Students are also assessed according to the following categories: their teamwork skills and their attitude towards the teacher and the patient.
17. The lectures are obligatory, as the number of hours is included into required ECTS points count.
18. Student has to pass final OSCE exam to be allowed to approach final test exam.
19. I have been informed about the installation of the GENDEX 765DC radiovisiography device, located in room 116.
20. I am aware of the professional risk involved in my work position.

.....
 Signature of Head of the Department

.....
 Date, Student's signature

MEDICAL PROCEDURE	Required number of performed procedures		
	Year III	Year IV	Year V
Patient's examination	10	10	5
Description of the patient's medical record	10	10	5
Removal of dental deposits	5	6	3
Varnishing	10	10	5
Examination in order to detect foci of infection	1
Contact fluorisation	5	6	3
Fillings	20	25	30
Class I	6	6	4
Class II	6	7	6
Class II MOD	4	2
Class III	2	3	6
Class IV	2	3	6
Class V	4	2	6
Root canal treatment – number of filled canals	6	7
Radiologic diagnostics and interpretation of X-ray pictures	10	20	20

Patient's examination		
Lp.	Date	Signature
1		
2		
3		
4		
5		

Description of the patient's medical record		
Lp.	Date	Signature
1		
2		
3		
4		
5		

Removal of dental deposits		
Lp.	Date	Signature
1		
2		
3		

Varnishing		
Lp.	Date	Signature
1		
2		
3		
4		
5		

Examination in order to detect foci of infection		
Lp.	Date	Signature
1		

Contact fluorisation		
Lp.	Date	Signature
1		
2		
3		

Class I fillings						
Lp.	Date	Tooth	Diagnosis	Treatment	Material & bonding system	Signature
1						
2						
3						
4						

Class II fillings						
Lp.	Date	Tooth	Diagnosis	Treatment	Material & bonding system	Signature
1						
2						
3						
4						
5						
6						

Class II MOD fillings						
Lp.	Date	Tooth	Diagnosis	Treatment	Material & bonding system	Signature
1						
2						

Class III fillings						
Lp.	Date	Tooth	Diagnosis	Treatment	Material & bonding system	Signature
1						
2						
3						
4						
5						
6						

Class IV fillings						
Lp.	Date	Tooth	Diagnosis	Treatment	Material & bonding system	Signature
1						
2						
3						
4						
5						
6						

Class V fillings						
Lp.	Date	Tooth	Diagnosis	Treatment	Material & bonding system	Signature
1						
2						
3						
4						
5						
6						

Root canal treatment – numer of filled canals			
Lp.	Date	Tooth	Signature
1			
2			
3			
4			
5			
6			
7			

Radiologic diagnostics and interpretation of X-ray pictures		
Lp.	Date	Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

Radiologic diagnostics and interpretation of X-ray pictures		
19		
20		