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I-REVISION AND APPROVAL

This procedure is released, checked and approved as follows.

Prepared by	Reviewed by	Approved by
Dentistry Department Staff	Rasha Alkabbanie Coordinator of QMS	Dr. Mehmet Ozdemir Vice president of Academic Affairs


II-Revision History

#	Date of Revision	Ver.	Validity	Description of Change	Prepared by	Reviewed by	Approved by
1	16/02/2016	0	3 years	Original Release	Dentistry Department Staff	Rasha Alkabbanie	Dr. Mehmet Ozdemir

1- The Classes Schedule

- (i) Course coordinator is the one who is in-charge of organizing the clinic schedule.
- (ii) clinic schedule and will be put up on the departmental notice boards or faculty webpage before the commencement of clinic session in each semester.
- (iii) Students are not allowed to change clinic schedule without getting approval from the clinic instructors.
- (iv) The clinic operating hours of normal working day are: sunday to thursday, 8.30 am to 4.30 pm (Excluding public holidays)

2- Tools and Equipment (in General)

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1-Working clinic equipments, apparatus-dental chairs.

2- Instrument and equipment necessary for prosthodontic clinic .

3- Safety Rules

Safety in dental offices

Because many people visit dental offices, dentists and dental staff apply stringent infection control measures for everyone’s safety. Dentists and their teams apply “universal” or standard precautions, which are procedures to be applied by everyone involved, for all patients. They reduce the risk of contagion, contamination and the spread of infection. Note that the risk of infection in a dental office is very low, and cases of transmission are very rare.

The following universal precautions are used to prevent the transmission of infection in a dental office. They protect not only patients, but also dentists and their teams.

1) Physical barriers

- a) Gloves serve as a barrier between the saliva, blood and mucosa of a patient and the dentist's, hygienist's and assistant's hands. They must be discarded between patients and each time that a dentist or other dental team member leaves the room.
- b) A mask protects the dentist, hygienist or assistant against aerosols produced while working in the mouth. Aerosols are fine water droplets that are suspended in the air and may contain microbes. It also protects the patient against an infection that can be transmitted through the airways, such as the flu.
- c) Glasses are used to protect the dentist's, hygienist's or assistant's eyes from being scratched by a projectile or injured or contaminated by an infectious agent splashing in the eye. The glasses can also be worn by the patient during some dental treatments.
- d) A uniform protects the clothes of dental team members and the spread of germs outside of the working environment.

2) Infection control procedures

- a) Hands must be washed with soap before and after wearing gloves, between each patient and after changing rooms.
- b) Sterilization destroys all micro-organisms on instruments used in the mouth. Instruments are sterilized before each use. Feel free to ask questions about sterilization. Your dentist can show how he or she ensures that all instruments are properly sterilized (safety seal on disposable needles, colour-change indicators on instrument packages that change colour after the sterilization process, external laboratory tests to monitor effectiveness of sterilization, etc.)

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c) Working surfaces must be disinfected between each patient in order to destroy the vast majority of pathogenic micro-organisms. This includes the chair, instrument tray, counter, etc.

d) Disposable material is necessary because certain instruments or materials cannot be sterilized, washed or re-used (e.g. gloves, masks, needles, compresses, cotton rolls, etc.).

4- **General Rules .**

1-For any safety critical clinical session, students are not allowed to work alone without the supervision of clinic instructor

2-Foods, drinks and smoking are strictly prohibited inside the clinic.

3-Student bags and other belongings must be kept at the designated places.

4-Noise must be kept to the minimum as a courtesy to respect others.

5-Equipment and apparatus must be handled with care.

6-If a fire breaks out in the clinic, the person nearest to the central power circuit breaker should switch off the switch.

7-Students with long hair must get their hair tied up tidily.

5- **Rules & Regulations on clinic& Equipments Use**

1-The facilities at the clinic are to be used for learning purposes only.

2-Carry your STUDENT IDENTITY cards at all times whenever you come into the clinic.

3-Do not tamper with any equipment . If there are problems or faults, report immediately to the staff at the clinic.

4-If you have any doubts about what you are doing, do not do it. Contact the support staff at the clinic for clarification.

5-Switch off your hand phone when you are in the clinic.


6-Do not bring your bags into the clinic.

6- **Filled Equipments Log Form**

7- **Students Attendance Rules .**

1- Attendance is compulsory to all students

2- Student must be punctual to attend clinical session.

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3-Student must complete their patient within allocated duration of clinical session.

4-Students who are late for more than 30 minutes will be barred to attend the clinical session. Only students with valid reason of medical basis or unforeseen circumstances can be considered to apply for clinic replacement .

5-Attendance shall be taken during the clinical session.

8- Responsibility

1-Supervisors have to check every step that the student did before making the next one .

2-Supervisors have to take attendance during clinic.

3-Supervisors have to check that all student apply all the safety rules.

4-Assistant have to check the cleaning before students leave the clinic.