	Work Instructions of Oral Dignizing Lab		Document No	TIU.RC.IN.018E
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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 will be put up on the departmental notice board or faculty webpage before the commencement of clinic session in each semester.
- (iii) Student are not allowed to clinical schedule without getting approval from the clinic instructors.
- (iv) The clinic operating hours of normal working day are: Sunday to Thursday, 8.45 am to 4.30 pm(excluding public holidays).

2-Tools and Equipment (in General)

- (i) Working clinic equipment
- (ii) Dental examination set(mirror,prop,tweezer)
- (iii) Face mask and gloves

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3-Safety Rules

- (i) The student have to wear disposable facial mask and gloves in order to protect themselves from contamination.
- (ii) After finishing patient examination every diagnostic set must be sterilized.
- (iii) Also dental unit should be disinfected.

4-General Rules


- (i) Clinic starting time 8.30(for fifth grade),13.30 (for fourth grade)
- (ii) Parliament blue uniform and name plates should be worn in clinical working hours.
- (iii) No high heels,long nails
- (iv) No jewellery
- (v) Shaving mandatory
- (vi) No eating or drinking in the clinic.
- (vii) Student should take permission before going out.
- (viii) If students late 2 times they will be considered one day absent.

5-Rules & Regulations on Lap & Equipments Use

6-Filled Equipments Log Form

7-Students Attendance Rules .

- (i) Attendance is compulsory to all students.
- (ii) Students are given 3 weeks time to prepare the clinic report.
- (iii) Clinic report is serious work. Thus fabricating result and copying manners are strictly prohibited.
- (iv) Mark awarded to clinic report will constitute a specific percentage within the 20% marks for total marks.

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8-Responsibility.

- (i) The clinic assistants have to ensure that all instruments/equipments are good condition(steril or disinfected) for use at all times.
- (ii) The dentists should control every student after finishing their patients examination.
- (iii) The assistant should record patient anamnesis and treatment plan on software programmes.