

	Work Instructions of Orthodontics Lab		Document No	TIU.RC.IN.019E
			Issue Date	16/02/2016
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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

- (i) The facilities at the clinics are to be used for learning purposes only.
- (ii) Carry your student identity cards at all times whenever you come into the clinics.
- (iii) Do not tamper with any equipment or practical setups. If there are problems or faults, report immediately to the staff at the clinics.
- (iv) Do not remove any equipment or procedure of operation manuals from the clinics.
- (v) Do not alter the default hardware and software setup of the instrument/equipment in the clinics.
- (vi) If you have any doubts about what you are doing, don not do it. Contact the support of clinician at the clinics for clarification.
- (vii) switch off your hand phone when you are in the clinics.
- (viii) Do not bring your bags into the clinics.
- (ix) Cslinician reserves the right to suspend the student from using the clinics facilities if found in breach of any rules and regulation stated above.

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.

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(iv) Mark awarded to clinic report will constitute a specific percentage within the 20% marks for total marks.

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.