	<b>Work Instructions of Periodonti Clinic</b>		<b>Document No</b>	<b>TIU.RC.IN.022E</b>
			<b>Issue Date</b>	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

- a. Head of the department is the one who is in-charge of organizing the clinic shedule.
- b. Clinic shedule will be put up on the notice boards or faculty webpage before the commencement of laboratory session in each semester.
- c. Students are not allowed to change clinic schedule without getting approval from the head of periodontic department.
- d. Periodontic clinic hours of normal working day are: Sunday to Thursday, 9:00 am to 4:30 pm, saturday from 9:00 am to 12:30 pm. (excluding public holidays).

### 2- Tools and Equipment (in General)

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- I. Working clinic equipments, apparatus-dental chairs.
- II. Instrument and equipment necessary for periodontic clinic .

### 3- Safety Rules

- I. **Safety in dental offices**
- II. 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.
- III. 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


- I. 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.
- II. 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.
- III. 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.
- IV. A uniform protects the clothes of dental team members and the spread of germs outside of the working environment.

#### 2) Infection control procedures

- I. Hands must be washed with soap before and after wearing gloves, between each patient and after changing rooms.
- II. 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.)
- III. 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.
- IV. 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 .

- I. For any safety critical practical session, students are not allowed to work alone without the supervision of Clinic Instructor.


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- II. students must not take any patient without permission of the Instructor
- III. Foods, drinks and smoking are strictly prohibited inside the clinic.
- IV. Student bags and other belonging must be kept at the designated places,
- V. Noise must be kept to the minimum as a courtesy to respect others.
- VI. students must wear clinic uniform during clinic session.
- VII. Equipment and apparatus must be handled with care.
- VIII. Students should be liable for damages of devices caused by individual negligence. If damages occur, an investigation will take place to identify the causes and the names of the involved students will be recorded for faculty attention.
- IX. Students should report immediately to the clinic Instructor if any injury happen to patient.
- X. Disciplinary action shall be taken against those students who fails to abide to the rules and regulations.
- XI. Students should submit all case reports on the last day of the clinic.
- XII. If the student has 3 absents(with permission), he/she should come afternoon instead of the absent days
- XIII. students must not leave the clinic without permission from the instructor, If he/she has patient must not leave the clinic.
- XIV. Students must not leave the clinic form smoking.

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

- I. The facilities at the clinic are to be used for learning purposes only.
- II. Carry your STUDENT IDENTITY cards at all times whenever you come into the clinic.
- III. Do not tamper with any equipment . If there are problems or faults, report immediately to the staff at the clinic.
- IV. If you have any doubts about what you are doing, do not do it. Contact the support staff at the clinic for clarification.
- V. Switch off your hand phone when you are in the clinic.
- VI. Do not bring your bags into the clinic.
- VII. Students must be careful while using handpiece, they must check the rotation speed before applying it to the tooth because high speed rotating polishing burs may damage the tooth.
- VIII. Student should read the safety rules and instruction before using the ultrasonic scalers on patient.
- IX. all the equipment and tools must be sterilized before using them.
- X. All the students must bring (hand piece instrument, 3 scallers, 3 periodontal probe, 3 mirrors, 3 normal prove, 3 twizzers, 3 pumice cap, 1 elastic cap).

#### 6- Filled Equipments Log Form

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## 7- Students Attendance Rules .

- 1- Attendance is compulsory to all students
- 2- Student must be punctual to attend clinical session.
- 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.