Courses for Overseas Dental Graduates
Dentists, Dental Therapist and Hygienists

Education and Training Unit
Part A

Information Package

Orientation Training Courses (OTC)

Semester 1, 2016

FUNDEMENTALS OF DENTISTRY IN AUSTRALIA (4 weeks Lecture Program)
Monday, 11 January - Wednesday, 10 February
Fee: $6,000

COMPREHENSIVE DENTISTRY COURSE (5 Weeks)
Monday, 8 February - Saturday, 12 March
Monday, 16 May - Saturday, 18 June
Fee: $10,000

RESTORATIVE DENTISTRY COURSE (3 Weeks)
Monday, 15 February - Friday, 4 March
Monday, 30 May - Friday, 17 June
Fee: $2,800

Semester 2, 2016

FUNDEMENTALS OF DENTISTRY IN AUSTRALIA (4 week Lecture Program)
Monday, 20 June - Wednesday, 20 July
Fee: $6,000

COMPREHENSIVE DENTISTRY COURSE (5 Weeks)
Monday, 8 August - Saturday, 10 September
Monday, 17 October - Saturday, 19 November
Fee: $10,000

RESTORATIVE DENTISTRY COURSE (3 Weeks)
Monday, 22 August - Friday 9 September
Monday 31 October - Friday 18 November
Fee: $2,800
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About DHSV

Dental Health Services Victoria (DHSV) offers a range of non-award courses designed to help clinicians refresh their professional knowledge and skills. The courses can also contribute towards a clinician’s registration with the Dental Board of Australia (AHPRA) or re-entry to clinical practice. Our courses are designed for

- Overseas Dental Graduates who:
  - have completed an undergraduate degree in Dentistry, Hygiene and/or Dental Therapy overseas and are preparing to sit the Australian Dental Council (ADC) examination;
  - have already sat the ADC final examination but were unsuccessful

- Australian Dental Graduates wishing to refresh their skills and update existing knowledge before returning to the workforce:
  Dentists registered or eligible for registration in Australia returning to workforce
- General dentists requiring additional training as per Australian Health Practitioner Regualtion Agency (AHPRA requirements)
- Dentists requiring skills development in a specific area of practice.

- Australian dental graduates should make contact with APHRA (www.ahpra.gov.au) in relation to registration requirements.

In 2016 DHSV will offer the following courses:

Fundamentals of Dentistry in Australia Lecture Program – aimed at candidates preparing for the Written Knowledge and Judgement ADC examination, or as a refresher of theoretical knowledge prior to sitting the ADC final examination. The emphasis of this program is on the clinical aspects of dentistry, not multiple choice questions and techniques to answer them. This course may be suitable for Australian dental graduates, registered or eligible to register as a dentist wishing to update their knowledge.

Comprehensive Dentistry course (5 weeks) - The course places emphasis on thorough preparation to sit the final ADC examination and be confident in all aspects of restorative dentistry, endodontics, dental radiography, rubber dam application, communication, records keeping and infection control.

Restorative Dentistry Course (3 weeks) – designed to refresh manual skills before sitting the ADC examination.

Individually Tailored courses designed specifically for the applicant- contact OTC/Education and Training Unit to discuss requirements and details of the course. These courses are not offered to candidates preparing to sit ADC examinations.

Candidates can undertake one or more courses but should be aware that the courses are not designed to re-train candidates in basic dental techniques and procedures.
Selection criteria

Overseas Dental Graduates wishing to participate in any of the short courses offered are required to:

- hold a current ADC reference number and be eligible to sit the ADC examination;
- have passed and have a current Occupational English Test (OET) or IELTS (International English Language Testing System Certificate) at the levels as listed on the ADC web site (www.adc.org.au), and
- have appropriate residency status:
  - current visa allowing them to stay in Australia for the duration of the course, or be eligible to obtain an appropriate visa, or
  - Permanent Australian resident or Australian citizen.

Australian Dental Graduates wishing to access any DHSV program should make direct contact with the Education and Training Unit / OTC (contact details are listed at the end of the document).

All applicants who meet the selection criteria will be selected for the course on a first-come first-served basis.
Fundamentals of Dentistry in Australia
(4 1/2-week Lecture Program)

Course structure

This theory program is aimed at candidates preparing for the Written and Judgement ADC examination or as a refresher of theoretical knowledge prior to sitting the ADC final examination. Please note that the emphasis of this program is on the clinical aspects of dentistry, not multiple choice questions and techniques to answer them.

The full time program will be scheduled from Monday to Friday with lectures conducted generally between:

- 9.00 am and 5.00 pm
- Monday to Friday

Course outline

A series of lectures and related seminar/discussion sessions are provided covering both theoretical and clinical aspects of all dental disciplines. Subject coverage includes:

- Restorative dentistry with fixed and removable Prosthodontics and Minimal Intervention Dentistry
- Endodontics
- Pediatric Dentistry with Orthodontics
- Dental radiography and radiology
- Periodontics
- Oral surgery, oral medicine and pathology
- Implant dentistry
- Preventive dentistry
- Dental materials
- Drugs and prescription writing
- Clinical case scenario and case discussions
Course reading materials

Please note that all course materials/notes will be made available to participants electronically. All candidates are required to bring laptops / tablets / phones to access their notes and bring hard copies of the handouts provided on USB on the first day of the course.

Total fee: $6,000

Withdrawal Policy

The non-refundable deposit of $500.00 is also considered as a withdrawal fee should students withdraw following notification of acceptance by the OTC/ Education and Training Unit into any course, however, if an applicant withdraws within FOUR weeks prior to commencement date an administrative fee of additional $500.00 will be incurred, unless we are able to fill the vacancy. The deposit is not in addition to the course fee.

Course cancellation policy

The course or any part of the course as timetabled may be changed or cancelled at the discretion of DHSV. The DHSV, Education and Training Unit/OTC will not accept liability for any costs incurred by an applicant including cost of obtaining visa, booking of the flights and accommodation.

Course venue:

The Royal Dental Hospital of Melbourne

720 Swanston Street,
Carlton, Victoria 3053

Disclaimer:

Please note that the content of the Lecture Program is continually being reviewed and updated.
Comprehensive Dentistry course (5 weeks)

This course places emphasis on preparation to sit the final ADC examination and developing confidence in all aspects of restorative dentistry, endodontics, dental radiography, rubber dam application, chair side and general communication, record keeping and infection control.

All practical sessions are undertaken within the Dental Hospital clinical environment and participants are working using clinical chairs.

Course structure

Sessions are generally held on weekdays and Saturdays from:

- 9.00 am – 12.00
- 1.00/1.30 pm – 4.00/4.30 pm
- 5.30 pm – 8.30 pm

This course models appropriate communication and infection control practices as per clinical settings at the Royal Dental Hospital Melbourne, excellent materials access and material handling procedures are required. All staff involved in our programs are leaders in their field. Each program has a set amount of practical sessions, which is guaranteed within the course structure. If chairs are available, we may be able to provide more practical sessions during the day.

Practical sessions are on Columbia manikins mounted in the dental chair within the dental clinic.

Tutorials scheduled during the program provide a review of theoretical foundations, before undertaking any practical exercises and create an opportunity to ask questions and clarify issues.

To maximize the learning experience, candidates are encouraged to read appropriate textbooks and articles and prepare a few questions before attending every session. Participants should monitor their own progress by performing self-assessment, ideally during each session, supported by feedback from the demonstrators.

Course reading materials

Please note that all course materials / notes will be made available to participants electronically on the App specifically developed for Education and Training Unit. No paper copies of notes will be provided.
Course Outcome:

After completing this course participants are expected to have skills and confidence in:
- concepts of cavity preparations influenced by the extent of caries
- principles of minimally invasive dentistry
- restoration of teeth with composite resin and amalgam to original anatomy, including complex amalgams
- preparation of teeth for indirect restorations (particularly all metal and metal-ceramic crowns)
- provision of provisional restorations in fixed prosthodontics
- performing of endodontic access cavity on supplied plastic posterior tooth, including application of rubber dam
- following infection control protocol in the dental setting
- taking intraoral radiographs using variety of techniques
- effective communication with patients and staff
- writing appropriate dental records according to legal requirements

Course fee $10,000

The Comprehensive Dentistry Course fee covers all teaching sessions, a hand instrument kit, dental materials and use of equipment necessary for completion of the tasks.

Students will receive two full sets of teeth inserted into models and several additional teeth including simulated dentin-enamel teeth, simulated caries teeth, and plastic teeth for endodontic exercises. At the end of the course you will be able to keep the teeth and set of hand instruments however the model and screws remain the property of the Education and Training Unit/OTC.

Withdrawal Policy

The non-refundable deposit of $500.00 is also considered as a withdrawal fee should students withdraw following notification of acceptance by the OTC/ Education and Training Unit into any course, however, if an applicant withdraws within FOUR weeks prior to commencement date an administrative fee of additional $500.00 will be incurred, unless we are able to fill the vacancy. The deposit is not in addition to the course fee.

Course cancellation policy

The course or any part of the course as timetabled may be changed or cancelled at the discretion of DHSV. The DHSV, Education and Training Unit/OTC will not accept liability for or be liable of any costs incurred by an applicant including cost of obtaining visa, booking of the flights and accommodation.

Course venue:

2nd floor - Undergraduate Teaching Clinic
The Royal Dental Hospital of Melbourne
720 Swanston Street,
Material kit

An Instrument Kit is included in the cost of the Comprehensive Dentistry course, which students will be allowed to keep (along with teeth).

Diamonds and burs:
- SS flat fissure #1/2, #1, #2 (one of each)
- SS round bur #1/2 or #1
- Inverted cone #2
- Composite finishing diamonds RA (slow speed) and FG (high speed) - box assorted

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Note: some diamonds may be unavailable due to shortage of DHSV stock or can be slightly different from the ones listed.
Hand Instrument kit (TO BE RETAINED BY THE STUDENT)

- Round mirror handle simple stem
- Double sided mirror head size #4 simple stem
- Single end Explorer #23
- Williams's periodontal probe
- Double ended endodontic explorer DG 16
- Single ended endodontic spreader #D11T
- Excavator – standard shank double ended spoon #1
- Excavator – standard shank double ended spoon #3
- Non-locking College pliers
- Hatchet #17-18 (10-6-14)
- dycal applicator
- tofflemire and siqveland retainers
- Double ended Paddle #4
- Double ended Amalgam condenser Mortenson
- Double ended Amalgam condenser #4-8 serrated tip
- Double ended amalgam carver Hollenbach Hollenbeck # 3
- Double ended ball burnisher #42
- Double ended instrument with paddle and round end condenser
- Large instrument cassette
- Amalgam carier and silicone cup

Restorative

- Amalgam 1 spill
- Amalgam 2 spill
- Amalgam 3 spill ECT
- Composite material
- provisional crown materials
- Selection of 3M discs, small and large
- Celluloid strips
- Finishing strips, blue and grey
- Wooden wedges
- Separating metal strips
- Siqveland matrix band wide
- Tofflemire matrix band - adult #1 0.015
- Disposable brush tips
- Disposable scalpel blade with handle (1)
- Yellow stabilok pins
- Twist drill for yellow pins

Additional equipment is available on loan to all students from The Royal Dental Hospital of Melbourne including:

- Radiology manikin and film holders
- Rubber dam kits
- Gracey curettes kits
- Surgical instruments kits, plastic skull
- Old radiographs for radiographic interpretation exercise
Candidates are entitled to receive additional materials during the course. A log book will be kept to monitor excessive use.

- Models, rubber cheeks and screws (teeth can be kept by student)
- Dental manikin
- Yellow sharps container
- Screwdriver

Disclaimer: Please note that the content of the 5 week Comprehensive Dentistry course is continually being reviewed and updated.
Restorative Dentistry course (3 weeks)

This course provides participants with a hands-on opportunity to practice specific restorative techniques including cavity preparation and restorations with amalgam and composite, crown preparation and endodontic access cavity on a plastic tooth. An opportunity is also provided for discussion with demonstrators. All clinical work is performed on dental manikins providing participants with a safe environment to practice and consolidate their skills in preparation for undertaking the ADC clinical exam.

All practical sessions are undertaken within the Dental Hospital clinical environment and participants are working using clinical chairs.

Course structure

This course consists of a series of preclinical sessions scheduled Monday to Friday evenings from:

5.30 – 8.30 pm

This course models appropriate communication and infection control as per clinical settings at the Royal Dental Hospital Melbourne, excellent materials access and material handling procedures are required. All staff involved in our programs are leaders in their field.

Practical sessions are on Columbia manikins mounted in the dental chair within the Dental Clinic.

Assessments

To maximise the learning experience, candidates are encouraged to read appropriate textbooks and articles, as well as prepare a few questions before each session. Participants should monitor their own progress by performing self-assessment with the help of the demonstrator, ideally during each session. Due to the limited length of this course there will be no formal assessment.
Course outcome

After completing this course, participants are expected to have skills and confidence in:

• concepts of cavity preparations influenced by the extent of caries
• principles of minimally invasive dentistry
• restoration of teeth with composite resin and amalgam to original anatomy, including complex amalgams
• preparation of teeth for indirect restorations (particularly all metal and metal-ceramic crowns)
• preparation of provisional restorations in fixed prosthodontics
• performing of endodontic access cavity on supplied plastic posterior tooth, including application of rubber dam
• following infection control protocol in the dental setting

Course fee: $2,800

The Restorative Dentistry Course fee covers 15 teaching sessions with a demonstrator, use of equipment, a hand instrument kit and all dental materials necessary for completion of the tasks.

Students will receive one full set of teeth inserted into models and several additional teeth including simulated dentin-enamel teeth, simulated caries teeth, and plastic teeth for endodontic exercises. At the end of the course you will be able to keep the teeth, however the model and screws remain the property of the Education and Training Unit/OTC.

Withdrawal Policy

The non-refundable deposit of $500.00 is also considered as a withdrawal fee should students withdraw following notification of acceptance by the OTC/ Education and Training Unit into any course, however, if an applicant withdraws within FOUR weeks prior to commencement date an administrative fee of additional $500.00 will be incurred, unless we are able to fill the vacancy. The deposit is not in addition to the course fee.

Course cancellation policy

The course or any part of the course as timetabled may be changed or cancelled at the discretion of DHSV. The DHSV, Education and Training Unit/OTC will not accept liability for be liable of any costs incurred by an applicant including cost of obtaining visa, booking of the flights and accommodation.

Please note that all course materials and notes will be made available to participants electronically. No paper copies of notes will be provided.
Instrument list – this applies to the restorative program only

Attached is a list of instruments that you will be provided with. Due to the large number of instruments that are not being returned at the end of course, a fee of approximately $30.00 will be charged for any missing instruments. You must:

• Check and sign this list at the beginning and end of each course.
• Ensure that all instruments are returned to the locker at the end of your session. You will be liable for any missing instruments from your kit.

Instrument Kit

- Mouth mirror handle
- Mouth mirrors front surface No 4
- S/E Explorer 23 (sickle probe)
- College tweezers
- Williams periodontal probe
- D/E spoon excavator 17 (small)
- D/E spoon excavator 19 (large)
- Tofflemire matrix retainer
- Sjøveland retainer wide
- D/E PFI #1
- D/E PFI #6
- Dycal applicator
- Amalgam carrier plastic curved

- D/E amalgam plugger 154
- D/E amalgam plugger MOR 2 (Mortenson)
- D/E Ball burnisher 18
- D/E amalgam carver Hollenbach 3
- Silicone rubber cup (resimix)
- Metal ruler
- Endodontic explorer
- Endodontic spreader D 11T
- Screwdriver
- Brush handle
Material Kit

Diamonds and burs:

- SS flat fissure #1/2, #1, #2 (1 of each)
- SS round bur #1/2 or #1
- Inverted cone #2
- Composite finishing diamonds RA and FG - box assorted

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Mandrel 3M
Enhance finishing points
Dura white stones

Note: some diamonds may be unavailable due to shortage of DHSV stock or can be slightly different from the ones listed. Every effort will be made to make the kit complete as much as possible.
Restorative materials:

- Amalgam 1 spill
- Amalgam 2 spill
- Amalgam 3 spill ECT
- Composite material
- provisional crown materials
- Selection of 3M discs, small and large
- Celluloid strips
- Finishing strips, blue and grey
- Wooden wedges
- Separating metal strips
- Siquevland matrix band wide
- Tofflemire matrix band - adult #1 0.015
- Disposable brush tips
- Disposable scalpel blade with handle (1)
- Yellow stabilok pins
- Twist drill for yellow pins

Additional equipment is available on loan to all students from The Royal Dental Hospital of Melbourne including:

- Rubber dam kits
- Gracey curettes kits
- Surgical instruments, plastic skull
- Old radiographs for radiographic interpretation exercise

Candidates are entitled to receive additional materials during the course. The log book will be kept to monitor excessive use.

Equipment to be returned by all students on the last day of the course:

- Models, rubber cheeks and screws (teeth can be kept by student)
- Dental manikin
- Instrument tray or box plastic with hand instruments
- Yellow sharps container
- Bur stand
Candidate responsibilities and hours of attendance

Hours

A timetable is provided for each week of your course and will be available on the first day of the course.

Sessions are generally held on Saturdays from 9.00am – 4.00pm, and weekdays from:

- 9.00 am – 12.00 pm
- 1.00/1.30pm–4.00/4.30pm
- 5.30 pm – 8.30 pm

You are responsible for setting up and closing down your dental unit. Equipment may be collected 15 minutes before the session from Level 2 OTC Office.

Note: If your chair is occupied by a patient, you cannot enter the area under any circumstances. Wait until the patient has vacated. Rarely patients may still be receiving treatment after 5pm.

You must stop working by 8.10 pm at the latest to provide enough time for you to clean your area. All equipment must be returned to the OTC/Education and Training Unit office and you must leave the clinic by 8.30pm.

Clinic Attendance Requirements:

Students will be modelling appropriate professional behaviour in the clinic and are therefore required to dress in neat and clean clothes at all times while in the clinic, and be mindful of personal hygiene standards.

- Long hair must be tied up
- Jewellery must be removed from hands
- Long necklaces must be removed or kept beneath clothing
- Gloves, mask, gown and protective glasses must be worn at all times whilst providing treatment in the clinic – whether on a manikin or patient
- Jeans, open toe shoes, sandals, and runners are not permitted.

Improper dress code, improper conduct and breaches of infection control procedure will result in a one day suspension of clinical privileges and access to the clinic will be denied.
Clinic Set up and Shut Down

You (not the Dental Assistant) are responsible for the following tasks:

Set up

- Obtain equipment (couplings, handpieces, instruments) from Level 2
- Retrieve manikin head and instruments from your locker
- Attach manikin to the chair headrest
- Plastic barriers over triplex, handpiece lines and slow suction
- Barrier over curing light if you intend to use it
- Remove dry water bottle from unit, fill ‘wet’ bottle half full with distilled water and attach to chair.
  (Half-fill the bottle again if you run out of water during the session).

Shut down

- Throw out waste / sharps and non-sharps
- Remove manikin head, and place head and instruments in cupboard
- Remove handpieces
- Remove all plastic barriers from chair and dispose
- Dispose of suction tip and triplex
- Change gloves for a clean pair
- Remove water bottle and throw away remaining water
- Attach dry bottle to chair and run water lines either with foot pedal or button on side of unit until lines are dry.
  Do the same with the triplex
- Wipe down chair, bench tops, lights etc using detergent wipe stored in the cupboard
- Wipe suction area last
- Raise chair to maximum height
- Turn off power to chair
- Return equipment to Level 2.

If your clinical area is not cleaned properly, or you are not completed by finish time, you will lose clinic privileges for one day. This is non-negotiable.

Further details in regards to clinic operation will be e-mailed to you closer to the start of the course.
Important contact details

Note: Melbourne Orientation Course for Overseas Dental Graduates (OTC) is incorporated within Dental Health Services Victoria’s Education and Training Unit.

1. Education and Training Unit
   
   **Phone**
   +61 3 9341 1177 / +61 3 9341 1178
   
   **Email**
   Julie McCormack, ETU Manager
   julie.mccormack@dhsv.org.au
   Dr Magda Schwarz, OTC Coordinator
   magda.schwarz@dhsv.org.au
   Mrs Merala Lesevic, Administrative and DA Support
   otc@dhsv.org.au
   
   **Postal Address**
   Orientation Training Course (OTC)
   Education and Training Unit
   Dental Health Services Victoria
   Corporate Office - Level 1
   720 Swanston Street
   Carlton Vic 3053

2. Australian Dental Council (ADC)
   
   **Website**
   www.adc.org.au
   
   **Phone**
   +61 3 9657 1777
   
   **Postal Address**
   PO Box 13278
   Law Courts
   Melbourne Vic 8010
   
   **Street Address**
   Australian Dental Council,
   Level 2 / 99 King Street
   Melbourne Vic 3000

   Note: Students should regularly check the ADC website for any changes being introduced to the examination process.

3. Australian Health Practitioner Regulation Agency (AHPRA)
   
   **Website**
   www.ahpra.gov.au
   
   **Phone**
   +61 3 8708 9236
   
   **Email**
   gay.guinto@ahpra.gov.au
   
   **Postal Address**
   Attention
   Dental Registrations
   AHPRA,
   GPO Box 9958
   Melbourne Vic 3001
   
   **Street Address**
   Level 8
   111 Bourke Street
   Melbourne Vic 3000
Important contact details continued

4. Australian Dental Association Victorian Branch
   
   Website
   www.adavb.net
   
   Phone
   +61 3 8825 4600
   
   Email
   ask@adavb.org
   
   Street Address
   Level 3
   10 Yarra Street
   South Yarra  Vic 3141

5. Occupational English Test
   
   Website
   http://www.oet.com.au

6. International English Language Testing System
   
   Website
   http://www.ielts.org
Part B
Application & Payment Forms

Orientation Training Courses (OTC)

Semester 1, 2016

FUNDAMENTALS OF DENTISTRY IN AUSTRALIA (4 weeks Lecture Program)
Monday, 11 January - Wednesday, 10 February       Fee: $6,000

COMPREHENSIVE DENTISTRY COURSE (5 Weeks)       Fee: $10,000
Monday, 8 February - Saturday, 12 March
Monday, 16 May - Saturday, 18 June

RESTORATIVE DENTISTRY COURSE (3 Weeks)       Fee: $2,800
Monday, 15 February - Friday, 4 March
Monday, 30 May - Friday, 17 June

Semester 2, 2016

FUNDAMENTALS OF DENTISTRY IN AUSTRALIA (4 week Lecture Program)       Fee: $6,000
Monday, 20 June - Wednesday, 20 July

COMPREHENSIVE DENTISTRY COURSE (5 Weeks)       Fee: $10,000
Monday, 8 August - Saturday, 10 September
Monday, 17 October - Saturday, 19 November

RESTORATIVE DENTISTRY COURSE (3 Weeks)       Fee: $2,800
Monday, 22 August - Friday 9 September
Monday 31 October - Friday 18 November
Application

Please fully read all sections of information package prior to completing this application form

1. Registration will not be considered/reserved until a complete application form, including deposit and required attachments, is received by the office. We do not accept scanned/ faxed applications.

2. Applications for any course, except individually tailored courses, will not be accepted without a current Australian Dental Council number.

3. The deposit in the amount of $500.00 for the Comprehensive Dentistry, Restorative Dentistry and Fundamentals of Dentistry in Australia Programs is also considered as a withdrawal fee, in the event that a student withdraws following acceptance into any course. However, if an applicant withdraws within four weeks prior to commencement date and the vacancy is not able to be filled, an administrative fee of additional $500.00 will be incurred. The deposit is not in addition to the course fee. If you are placed on a waiting list, no payment will be processed until a course becomes available.

4. Payment of Fees:

   A) Fees for all courses must be paid in full SIX weeks prior to the commencement date. The actual date for payment will be included in your Acceptance Letter. Students who do not pay in full by the due date may have their place cancelled and offered to another applicant.

   B) No cash payment will be accepted.

   C) American Express transactions cannot be processed.

   D) Payment may be made by credit card (Visa, Mastercard), cheque/money order, direct into the DHSV/RDHM Operating Account, i.e. internet banking or cash payment made at your local bank. Contact the OTC office and DHSV/RDHM banking details will be provided. Once the payment is made, the OTC/Education and Training Unit must be notified of the transaction date and your receipt number, so that our Finance Department is able to credit the transaction against your invoice.

   E) If someone other than yourself is paying for the course on your behalf, they must complete the authorization form and return with your paperwork – this form must be completed each time a payment is made. If the authorization form is completed with just the deposit of $500.00 entered, it must be completed again for the balance owed.

   F) If you are living overseas, it is preferable that you undertake a direct payment to the Hospital, i.e. internet banking or provide credit card details. Note that when making transfers from overseas, bank transfer fees may be charged, it is usually in the range of less than A$25.00 (Australian). If this occurs and a balance is outstanding, this can be paid on the first day of your course. Should you decide to send a cheque please make out to “The Royal Dental Hospital of Melbourne” and the money must be in Australian Dollars. Note that due to postal issues from overseas, it is recommended that cheques are not sent.

   G) The deposit/withdrawal fee will only be deducted as a separate payment from a credit card if an applicant withdraws from any course following acceptance of an offer, otherwise full payment will be processed as per the date listed in your OTC/Education and Training Unit “Acceptance of Offer” letter.

5. Course reading materials will be available for the participants electronically (App, USB or e-mail)
Submitting your application

Postal Address
Orientation Training Course (OTC)
Education and Training Unit
Dental Health Services Victoria
Corporate Office - Level 1
720 Swanston Street
Carlton  Vic  3053

For further information contact: otc@dhsv.org.au,
Phone: +61 3 9341 1177

Things to remember:

• Return only the relevant application pages
• Ensure your application is complete, including deposit and photographs
• To save paper, only print out pages to be returned to OTC.
Application form 2016

Fundamentals of Dentistry in Australia (4 and 1/2 week lecture program)

Personal details and educational background (Print)

NAME: Mr / Mrs / Ms / Dr ................................................ ................................................

(Family name) (Given names)

GENDER: M / F

ADDRESS: .........................................................................................................

POSTCODE ........................................................................................................

EMAIL: ........................................................................................................

TEL NO: ( ) ....................................................................................................

MOBILE NO: ...................................................................................................

FAX NO: ( ) ....................................................................................................

DATE OF BIRTH: ........................................................ AUSTRALIAN DENTAL COUNCIL REF NO: ............... / ..........

AUSTRALIAN RESIDENCY AND VISA STATUS: ........

DENTAL DEGREE/S: Please note the University / Country and level of Qualification / Year of completion

OET/IELTS RESULT: Date Passed .................WRITTEN/MCQ EXAMINATION RESULT: Date Passed: ....................

General Information

(a) When did you pass OET / IELTS? ............ When are you sitting OET / IELTS? ....................

(b) When will you sit the Australian Dental Council Examinations?

(Date of ADC examination) (Venue if known)

(c) WRITTEN / MCQ EXAMINATION RESULTS: Date Passed / Failed (This is not a prerequisite for the theory program)

(d) How did you become aware of the OTC courses?

(1) ☐ You are a past OTC student

(2) ☐ Referred by an OTC student

(3) ☐ Referred by outside organisation, eg. ADC

(4) ☐ Other Source, please list details below

................................................................................................................

Attach THREE Passport size photos(approx 3.5cm x 3.5cm) - use paperclip
Attachments (Please tick)

1. ☐ Letter from the ADC noting your eligibility to proceed with the ADC examination process.

2. ☐ Copy of your OET or IELTS result.

3. ☐ Copy of letter giving date / venue / series of when you are sitting the ADC Clinical Examination.

4. ☐ Copy of your WRITTEN EXAMINATION Results (only if you have already sat this examination).

5. ☐ A certified copy of your Dental Degree with English translation.

6. ☐ Copy of the page in your passport showing your eligibility to remain in Australia.

7. ☐ Deposit of $500.00 as either a cheque / money order or if paying via Credit Card, complete section in Part 2, Payment Form – please circle method of payment. Applications without this deposit will be considered INCOMPLETE and no place will be reserved until deposit is received.

8. ☐ Three Passport size photos, with your surname printed on the back – Attach to top of application form with paperclip, (eg 3.5 cm x 3.5 cm photos). Do not staple to form.

..............................................................................................................                 ............................................................................
(Signature of Applicant)                                                                                                                Date:
Fundamentals of Dentistry in Australia
(4 and 1/2 week lecture program)

Acceptance of offer Part 1

I ............................................................................................................................

(print name)

accept the offer of entry to the OTC/Education and Training Unit, Melbourne Orientation Training Course conducted by Dental Health Services Victoria (The Royal Dental Hospital of Melbourne).

The course entered is
(please tick box)

☐ ‘Fundamentals of Dentistry in Australia’

Commencing on .................................................................................................

I understand that the following clauses will apply: (please tick boxes)

☐ The deposit will only be refunded if the course the applicant has applied for is cancelled and/or no place is available on the course applied for.

☐ The deposit will become a cancellation fee if the applicant withdraws from any course following notification of acceptance of an available place.

☐ If I choose not to attend the course as timetabled, there will be no refund of fees once the course has commenced.

☐ A claim for a refund of the course fees will not be considered after the course has commenced.

☐ The course, or any part of the course as timetabled may be changed or cancelled at the discretion of DHSV, which will accept NO liability for any costs incurred by the applicants in regards to visa, travel and accommodation.

...........................................................................................................................

Signature of Candidate

Date: ..................................................

...........................................................................................................................

Melbourne Orientation Training Course
Education and Training Unit

Date: ..................................................
Fundamentals of Dentistry in Australia
(4 and 1/2 week lecture program)

Acceptance of offer Part 2

Personal Details:
Surname: Mr / Mrs / Ms / Dr ................................................................................................
Given Names: ............................................................................................................
Gender:  M / F
Address:  ............................................................................................................
Postcode:  .......................................................
Home phone:  ..................................... Mobile:  .................................................
Fax No:   .......................................... E-mail:  ....................................................  .

Payment Details:
TOTAL COURSE FEE:    $6,000.00 AUD
AMOUNT TO BE WITHDRAWN FROM CREDIT CARD AS ENTERED BELOW:

Payment in full for this course is due approximately SIX weeks prior to commencement of each course and must be received by the ETU/OTC Unit, (The Royal Dental Hospital of Melbourne, 720 Swanston St, Carlton VIC 3053) by the due date as noted in your acceptance letter. Payments by cheque for the deposit are to be made out to The Royal Dental Hospital of Melbourne. Your deposit is not in addition to the full course fee. Full details for the payment method for course fee will be sent with Acceptance of Offer Letter.

CARD NO:
CARDHOLDERS NAME:  ............................................................ Expiry Date: ____/____
CARDHOLDER'S SIGNATURE:  .......................................................................

Deposit/withdrawal fee:
• I ................................................................. authorize DHSV/RDHM to deduct the sum of $ 500.00 from my credit card as per the above details. This fee will only be deducted at the time of acceptance into the program applied for, and will be considered as a withdrawal fee should an applicant withdraw. (Refer Part A for payment details)
• Attached is my cheque/postal note (please circle)

PLEASE NOTE:
If you wish to pay by internet banking or make the payment at your local bank, contact the OTC office and banking details will be provided. Once transfer is undertaken, you MUST advise OTC (preferably via email) as we have no way of allocating fees transferred unless notification is received, this should include date of transfer and receipt number).

Note at the time of application only the deposit is required, not full payment.
Application form 2016

Restorative Dentistry Course and Comprehensive Dentistry Course

Personal details & educational background:

NAME: Mr / Mrs / Ms / Dr ...............................................   ...................................................
(Family name) (Given names)

GENDER: M / F

ADDRESS: .........................................................................................................

GUIDE: ................................................................. POSTCODE: .................................................................

EMAIL: ................................................................. TEL NO: ( ) ..................................................

MOBILE NO: ............................................................. FAX NO: ( ) ..................................................

DATE OF BIRTH: .............................................. AUSTRALIAN DENTAL COUNCIL REF NO: .................. / ..........

AUSTRALIAN RESIDENCY AND VISA STATUS: .............................................................................

DENTAL DEGREE/S: Please note the University / Country and level of Qualification / Year of completion
........................................................................................................................................................................

........................................................................................................................................................................ Year Completed  .....................

General Information:

(a) When will you sit the Australian Dental Council Examinations?

............................................   ................................................
(Date of ADC examination) (Venue if known)

(b) How did you become aware of the OTC courses?

(1) □ You are past OTC student

(2) □ Referred by an OTC student

(3) □ Referred by outside organisation, eg. ADC

(4) □ Other Source, please list details below

........................................................................................................................................................................


Attach THREE Passport size photos(appx3.5cm x 3.5cm) - use paperclip
1. ☐ Letter from the ADC noting your eligibility to proceed with the ADC examination process.

2. ☐ Copy of letter giving date / series / venue of when you are sitting the ADC clinical examination - if you have already been allocated an examination venue or examination series.

3. ☐ Copy of your WRITTEN EXAMINATION results (only if you have already sat this examination).

4. ☐ A certified copy of your Dental Degree, with English translation (if applicable)

5. ☐ Copy of your OET / IELTS result

6. ☐ Copy of the page in your passport showing your eligibility to remain in Australia.

7. ☐ Deposit of $500.00 as either a cheque / money order or if paying via credit card, complete section in Part 2, Payment Form – please circle method of payment. Applications without this deposit will be considered INCOMPLETE and no place will be reserved until deposit is received.

8. ☐ Three Passport size photos, with your surname printed on the back – paper clip to top of application form. (eg 3.5 cm x 3.5 cm photos) – do not staple.

Course Dates

Please indicate which course(s) you plan to attend by ticking the box.

**COMPREHENSIVE DENTISTRY** course (5-week) incorporating restorative dentistry, radiography, rubber dam, communication, infection control, selected tutorials and workshops.

**Semester 1**

- Monday, 8 February – Saturday, 12 March 2016
- Monday, 16 May - Saturday, 18 June 2016

**Semester 2**

- Monday, 8 August – Saturday, 10 September 2016
- Monday, 17 October - Saturday, 19 November 2016

**RESTORATIVE DENTISTRY** Course (3-WEEK):

**Semester 1**

- Monday, 15 February - Friday, 4 March 2016
- Monday, 30 May - Friday, 17 June 2016

**Semester 2**

- Monday, 22 August – Friday, 9 September 2016
- Monday, 31 October - Friday, 18 November 2016

(Note: applicants will be required to attend the full 3 week program)
Restorative and Comprehensive Dentistry Course

Acceptance of offer Part 1

I ........................................................................................................................................

(print name)

accept the offer of entry to the Melbourne Orientation Training Course conducted by Dental Health Services Victoria (The Royal Dental Hospital of Melbourne).

The course entered is

(please tick box)

☐ Restorative Dentistry Course (3 weeks)

☐ Comprehensive Dentistry Course (5 weeks)

Commencing on ........................................................................................................

I understand that the following clauses will apply: (please tick boxes)

☐ The deposit will only be refunded if the course the applicant has applied for is cancelled and/or no place is available on the course applied for.

☐ The deposit will become a cancellation fee if the applicant withdraws from any course following notification of acceptance of an available place.

☐ If I choose not to attend the course as timetabled, there will be no refund of fees once the course has commenced.

☐ A claim for a refund of the course fees will not be considered after the course has commenced.

☐ The course, or any part of the course as timetabled may be changed or cancelled at the discretion of DHSV, which will accept NO liability for any costs incurred by the applicants in regards to visa, travel and accommodation.

..............................................................................................................

(Signature of candidate)

Date: ..................................................

..............................................................................................................

Melbourne Orientation Training Course
Education and Training Unit

Date: ...........................................................
Restorative Dentistry Course (3 weeks)

Acceptance of offer Part 2

Personal Details:
Surname: Mr / Mrs / Ms / Dr ................................................................................................
Given Names: ..............................................................................................................
Gender: M / F
Address: .................................................................................................................
Postcode: ..............................................................................................................
Home phone: ...................... Mobile: ........................................
Fax No: .............................. Email ........................................
Date of Birth: ......................

Payment Details:
TOTAL COURSE FEE: $2,800.00 AUD
AMOUNT TO BE WITHDRAWN FROM CREDIT CARD AS ENTERED BELOW: Please enter amount

Payment in full for this course is due approximately SIX weeks prior to commencement of each course and must be received by the ETU/OTC Unit, (The Royal Dental Hospital of Melbourne, 720 Swanston St, Carlton VIC 3053) by the due date as noted in your acceptance letter. Payments by cheque for the deposit are to be made out to The Royal Dental Hospital of Melbourne. Your deposit is not in addition to the full course fee. Full details for the payment method for course fee will be sent with Acceptance of Offer Letter.

Payment can be made by: (please circle method you are using)

VISA / MASTERCARD ☐ CHEQUE / MONEY ORDER (please attach) ☐ INTERNET BANKING ☐
CARD NO:
CARDHOLDERS NAME: .............................................................. Expiry Date: ____/____
CARDHOLDER’S SIGNATURE: ............................................................

Deposit/withdrawal fee:

• I ........................................................................................................... authorize DHSV/RDHM to deduct the sum of $500.00 from my credit card as per the above details. This fee will only be deducted at the time of acceptance into the program applied for, and will be considered as a withdrawal fee should an applicant withdraw. (Refer Part A for payment details)

• Attached is my cheque/postal note (please circle)

PLEASE NOTE:
If you wish to pay by internet banking or make the payment at your local bank, contact the OTC office and banking details will be provided. Once transfer is undertaken, you MUST advise OTC (preferably via email) as we have no way of allocating fees transferred unless notification is received, this should include date of transfer and receipt number).

If your fees are being paid by someone other than yourself, ie. husband/wife/friend, refer to information attached - “Authorization to Pay on Behalf of Candidate”.

Note: At the time of application only the deposit is required, not full payment.
Comprehensive Dentistry Course (5 weeks)

Acceptance of offer Part 2

Personal Details:
Surname: Mr / Mrs / Ms / Dr .............................................................
Given Names: ..................................................................................
Gender: M / F
Address: ........................................................................................
Postcode: ......................................................................................
Home phone: ....................... Mobile: ........................................
Fax No: ........................... Email .............................................. Date of Birth:  ................

Payment Details:
TOTAL COURSE FEE: $10,000.00 AUD
AMOUNT TO BE WITHDRAWN FROM CREDIT CARD AS ENTERED BELOW: $ .......................... Please enter amount

Payment in full for this course is due approximately SIX weeks prior to commencement of each course and must be received by the ETU/OTC Unit, (The Royal Dental Hospital of Melbourne, 720 Swanston St, Carlton VIC 3053) by the due date as noted in your acceptance letter. Payments by cheque for the deposit are to be made out to The Royal Dental Hospital of Melbourne. Your deposit is not in addition to the full course fee. Full details for the payment method for course fee will be sent with Acceptance of Offer Letter.

Payment can be made by: (please circle method you are using)

VISA / MASTERCARD CHEQUE / MONEY ORDER (please attach) INTERNET BANKING

CARD NO: ..................................................................................
CARDHOLDERS NAME: ............................................................. Expiry Date: ____/____
CARDHOLDER’S SIGNATURE: ........................................................................

Deposit/withdrawal fee:

• I ........................................................................................... authorize DHSV/RDHM to deduct the sum of $500.00 from my credit card as per the above details. This fee will only be deducted at the time of acceptance into the program applied for, and will be considered as a withdrawal fee should an applicant withdraw. (Refer Part A for payment details)

• Attached is my cheque/postal note (please circle)

PLEASE NOTE:
If you wish to pay by internet banking or make the payment at your local bank, contact the OTC office and banking details will be provided. Once transfer is undertaken, you MUST advise OTC (preferably via email) as we have no way of allocating fees transferred unless notification is received, this should include date of transfer and receipt number).

If your fees are being paid by someone other than yourself, ie. husband/wife/friend, refer to information attached - “Authorization to Pay on Behalf of Candidate”.

Note: At the time of application only the deposit is required, not full payment.
If payment is being made by someone other than the candidate, the form below must be completed for each payment transaction.

Authorisation to pay on behalf of candidate

(a) I ............................................................................................. agree to pay the sum of
(name of person paying fees)

$ ................................ on behalf of ............................................................
(name of candidate)

If you require payment to be made on an alternate date, or not before a certain date,
please specify: ............................................................................................

(b) I authorize Dental Health Services Victoria, The Royal Dental Hospital of Melbourne to debit my credit card on their behalf of the above candidate - details as listed on Part 2 Acceptance Form.

CARDHOLDERS NAME: .................................................................
(please print)

CARDHOLDER'S SIGNATURE: ............................................................

CARDHOLDER'S HOME ADDRESS: ....................................................
..........................................................................................

CARDHOLDER'S PHONE NUMBER AND EMAIL ADDRESS:
..........................................................................................
..........................................................................................

Signature..........................................................   Date: .......................................

(c) This form must be completed each time a transaction is undertaken if two card holders are paying, ie. one for the deposit and one for the course fee. (two forms to be completed)

Upon completion of the transaction you will be notified accordingly – via email.

Please ensure that the credit card details are entered on the Part 2 Form, including the Expiry Date and that the person whose credit card is being used, signs the Part 2 Form in the appropriate place.