

OTC 2024

(Orientation Training Course)

Courses for Overseas Dental Graduates

- **3-week COMPREHENSIVE Dentistry course (full time)**
- **2-week TECHNICAL course (full time)**
- **One -week REFRESHER COURSE (full time)**
- **One-week OSCE course (Communication and Skilled OSCE)**

- **Dental Therapy course (on request- contact OTC Office for details)**



OUR FACILITIES

All our courses are undertaken at the Royal Dental Hospital of Melbourne.

The technical part of the course takes place in the custom-made Simulation Lab (SimLab) with similar setting as ADC examination center.

Other sessions will take place in the undergraduate teaching clinic equipped with Adec chairs, suitable X-Ray unit and having access to dental manikins for practice of extractions, local anaesthetic administration, dental radiography, rubber dam, periodontal scaling, fissure sealing, CPR and others.

Candidates are expected to use all equipment according to the instructions and take extra care to prevent any damages. The candidate may be charged extra fees for repairs or replacement of the equipment damaged by careless use (torn masks, dropped hand pieces, broken manikins etc.). Some wear and tear due to regular use is expected and will not be charged to the candidate (*subject to staff assessment).



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MATERIALS AND EQUIPMENT

Equipment used (on loan):

- KaVo manikins with Columbia with upper and lower models (for SimLab practice)
- High speed and slow speed hand pieces and micro motor
- Dental manikins for LA, extractions, radiographs and scaling /perio, fissure sealants and rubber dam application
- Rubber dam kits, punch, and clamps
- Radiographic holders (XCP, Kerr, XCP Ora, Kwik-bite, bite tabs)
- Gracey curettes set
- Surgical instruments, suturing kit, plastic skull
- CPR manikin is provided by a certified trainer
- Others as required

Diamonds, burs, and polishers:

- ADC bur kit (**included in the fee** for 3-week Comprehensive and 2-week Technical courses)
- 3M polishing discs large and small brown/orange series with a mandrel
- Enhance polishing point and cup.

Hand instrument kits:

A Nordent instrument Kit was previously included in the cost of the Comprehensive Dentistry course, which students kept (along with teeth) on completion of the course.

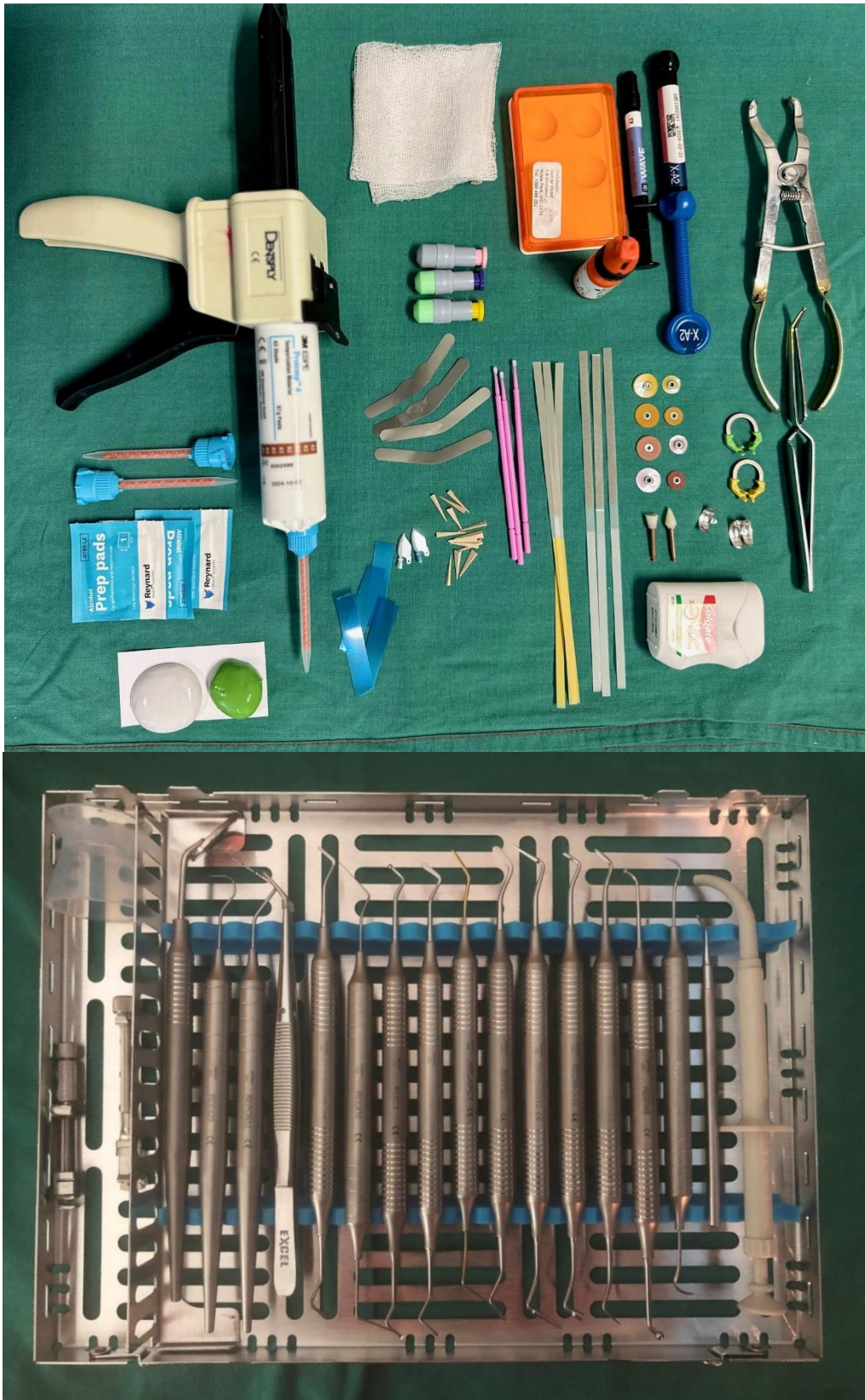
Unfortunately, due to raising costs of materials and our intention to keep course fees low, the Nordent instrument kits is no longer included in the fee and additional cost of \$1,000 must be paid by the candidates wishing to purchase it. A standard, not Nordent, instrument kit on loan will be available for all candidates enrolled in all courses.

Nordent hand instrument kit with Duralite handle:

- | | |
|---|--|
| • Round mirror handle simple stem with a front surface size #4 mirror | Mortenson |
| • Single end Explorer #23 | • D/E Amalgam condenser #4-10 serrated tip |
| • William's periodontal probe | • |
| • Non-locking College pliers | • D/E amalgam carver Hollenbeck #3 |
| • Hatchet #17-18 (10-6-14) | • D/E ball burnisher #45 |
| • D/E endodontic explorer DG 16 | • Interproximal carver |
| • Excavator D/E spoon #2 | • Dycal applicator |
| • D/E paddle #1 | • Amalgam carrier and silicone cup |
| • D/E ultra-fine IPC | • Tofflemire and Siqveland retainers |
| • D/E instrument with paddle-round end condenser | • Large instrument cassette |
| • D/E amalgam condenser | |



NOTE: please read the course information carefully regarding what is provided within the fee for the course.



Comprehensive Dentistry course (3 weeks full time)

This course places emphasis on preparation to sit the practical ADC examination and developing confidence in all aspects of dentistry.

This course may be suitable for candidates sitting the New Zealand Dental Registration Examination (NZDREX/NDEB) with a slight modification. Please discuss your requirements and the availability of places with OTC Staff prior sending your application.

Course structure- timetable

Sessions are generally scheduled Monday to Friday **9.30 am – 12.30 pm, 1.30 pm – 4.30 pm** and Saturdays from: **9.00-12.00** and **1.00-4.00**

The 3-week timetable guide:

- week 1+2:** Demonstrations and practice of all technical tasks (2-week Technical course)
- week 3:** Clinical OSCE (communication and role plays, skilled OSCE demonstrations and practice)

All sessions are supervised by experienced demonstrators, however, occasionally there may be a free practice session due to unforeseen circumstances and the demonstrator will be available for the assessment in the next session.

This course is not designed to re-train the participants in basic dental procedures. Although all tasks will be demonstrated during the course, the candidates are expected to perform the tasks independently supported by self-directed learning and the demonstrators' feedback. Participants should monitor their own progress by performing self- assessment, ideally during each session.

Each program will consist of demonstration and practice of the following:

- Practical supervised sessions on dental manikins focusing on teeth preparation and restoration (technical tasks as specified in the ADC Handbook)
- Rubber dam application and fissure sealant on the manikin
- Dental radiography sessions including radiographic report.
- Local anaesthetic administration, extractions, on the dental manikin.
- Scaling and root planning on the periodontal manikin
- Clinical case discussions and role plays including information gathering, diagnosis, risk assessment, prognosis, treatment, management of complications etc. (examination, diagnosis, and management planning; record keeping and consent)
- CPR/medical emergencies
- Infection control protocol is followed as per clinical setting during ALL technical and skilled OSCE sessions.
- **Other tasks as per ADC practical examination requirement**



Course Outcome:

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

- following infection control protocol in the clinical dental setting
- concepts of cavity preparations influenced by the extent of caries and choice of restorative material
- restoration of teeth with composite resin and amalgam to original anatomy, including complex amalgams and composite resin restorations
- preparation of teeth and temporization for indirect restorations (particularly metal-ceramic crowns)
- performing of endodontic access cavity on supplied plastic posterior tooth, including application of rubber dam
- taking intraoral radiographs using variety of techniques and holders
- applying fissure sealant
- administering local anesthetic, remove teeth
- using hand instruments in periodontal instrumentation
- writing appropriate dental records according to legal requirements
- taking appropriate dental and medical history, assess the patient's risks, formulate diagnosis, discuss appropriate health promotion and treatment plan, and present the skills to provide such a treatment.
- effective communication with patients and staff in the clinical setting
- manage medical emergencies incl. CPR

Disclaimer: Please note that the content of the 3- week Comprehensive Dentistry course is continually being reviewed and updated

Course reading materials

To maximize the learning experience, it is highly recommended that candidates refresh their general dental knowledge before the start of the course and read relevant literature, textbooks, and articles. It is recommended that the candidates are familiar with the reading material specified by the ADC in the Written and Practical examination handbooks [Handbooks and materials – The Australian Dental Council \(adc.org.au\)](#)

Please note that all course material, handouts, and notes will be made available to participants electronically on USB on the first day of the course. A small library of common dental textbooks will be available to the course participants.

All course material, resources, notes and handouts MUST NOT be shared with the candidates not attending OTC courses or published through social media without written permission from OTC Office.

After Course support

Attendance in a full 3-week Comprehensive course will award you **20 scientific CPD points** required for your dental registration. The CPD certificate will be issued upon written request.

We support our candidates after completion of the 4-week course providing the following:

- Two, FREE of charge, one -hour work assessments within next 3 months after completion of the course
- Free of charge attendance at the next annual OTC conference
- Assistance in CV writing and job application
- Assistance in finding suitable employment after successful completion of ADC practical examination
- CPD programs and up-skilling programs offered to dentists (online and face to face)

Course fees \$6,500 (\$ 7,500 if you want your own Nordent instrument kit)

Conditions applying to all courses

The full fee is due 4 weeks before start of the course.

Requests for any other payment arrangement must be in writing and approved by the OTC Management.

The fee covers all teaching sessions, dental materials and use of equipment necessary for completion of all tasks including access to all manikins, materials, and equipment for Skilled OSCE. PPE is also included. Students will receive a full set of teeth inserted into models and several additional teeth including 2x simulated caries teeth and 2x teeth for endodontic exercises and an ADC bur kit.

If required, additional teeth may be purchased from the OTC Office.

Withdrawal Policy

The non-refundable deposit of \$500.00 is charged at the time of application. It is also considered withdrawal fee should the candidate withdraw completely from OTC courses following notification of acceptance to the chosen course. The candidate may choose to postpone the course to the next available date-there and there is NO additional fee charged for this.

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 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.

The course fees (pro rata) are refundable in case of state lockdown due to pandemic.

Technical course (2-weeks)

This course places emphasis on preparation to sit the practical ADC examination and developing confidence in the restorative part of dentistry. It focuses on the technical aspects of the ADC examination.

This course may be suitable for the candidates sitting New Zealand Dental Registration Examination (NZDREX/NDEB) or clinicians who need further practice to master their manual skills.

Course structure- timetable

Sessions are generally scheduled Monday to Friday **9.30 am – 12.30 pm**, **1.30 pm – 4.30 pm** and Saturdays from: **9.00-12.00** and **1.00-4.00**.

All technical sessions are supervised by experienced demonstrators, however, occasionally there may be a free practice session due to unforeseen circumstances and the demonstrator will be available for the assessment in the next session.

This course is not designed to re-train the participants in basic dental procedures. Although there will be **task demonstrations** during the course. The candidates are expected to perform the tasks independently, supported by self-directed learning and the demonstrators' feedback.

To maximize 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.

Course outcome

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

- following infection control protocol in the clinical dental setting
- concepts of cavity preparations influenced by the extent of caries and choice of restorative material
- restoration of teeth with composite resin and amalgam to original anatomy, including complex amalgams and composite resins
- preparation of teeth and temporization for indirect restorations (particularly metal-ceramic crowns)
- performing of endodontic access cavity on a plastic posterior tooth,

Course fees \$4,600



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One-week Refresher Course

(full-time)

This course will offer one week of practice under the close supervision and guidance of our experienced demonstrators who will give feedback on the individual performance of each candidate. This course is suitable for the candidates who already completed one or more courses or may have sat ADC practical examination but were unsuccessful. **This course is not suitable for the candidates seeking basic instructions or task demonstrations before attempting to perform every task.**

During One-week Refresher course you will be able to practice:

- **Technical Tasks** in our exclusive SimLab,
- **Skilled OSCE** (rubber dam application, fissure sealants, scaling with hand instruments, radiography, local anaesthetic and extractions etc.) in our clinical dental chairs allowing to experience real clinical environment
- **Case Scenarios/Communication discussion sessions**

Draft timetable – subjected to change as per individual group requirements (we may increase or decrease number of technical or OSCE session if the group requires more focus and more practice in a particular area)

Course fees \$2,400

Fee includes: all tuition fees, all dental materials for technical tasks, PPE (except safety glasses and/ or loupes) access to and use of dental manikins (LA, exodontia, periodontal, radiography) and models, dental films, access to all standard instrument kits including rubber dam kit, Gracey's curesettes kit, hand instruments for technical task, LA and extraction forceps, radiography holders and hand pieces

Candidates must supply own set of plastic teeth, set of burs with a disc mandrel, safety glasses/loupes.

Candidates will be able to purchase though OTC Office additional teeth, own Nordent hand instrument kit (same as ADC) and/or ADC bur kits for an additional fees.



Application and Payment Forms

Orientation Training Courses (OTC) 2024

COMPREHENSIVE DENTISTRY COURSE (3 Weeks full time) **Fee: \$6,500**

TECHNICAL COURSE (2 Weeks full time) **Fee: \$4,600**

ONE WEEK REFRESHER COURSE (full time) **Fee: \$2,400**

ONE WEEK OSCE COURSE (skilled and case discussions) **Fee: \$2,000**

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 PREFER TO RECEIVE SCANNED APPLICATIONS AND SCANNED DOCUMENTS. Original form must be provided by mail or in person on the first day of the course including 3 passport photographs

2. Applications for any course will not be accepted without a current Australian Dental Council number.
3. The deposit in the amount of \$500.00 for the **Comprehensive Dentistry, Technical and Refresher courses** is also considered as a withdrawal fee, if a student withdraws following acceptance into any course. The deposit is **not** in addition to the course fee. If the candidate's name is placed on a waiting list, no payment will be processed until a course becomes available.

4. Payment of Fees:

- Fees for all courses must be **paid in full FOUR 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.
- Requests for any other payment arrangement must be in writing and approved by the OTC Management
- **No cash** payment will be accepted. American Express transactions cannot be processed.
- 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 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.
- 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 entered, it must be completed again for the balance owed.
- 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.

- 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 "Acceptance of Offer" letter.
- Additional Experience Sessions- Full fee is required upon acceptance to any Additional Experience Session. No refunds of fees will apply if the applicant withdraws at any time after confirmation of session(s) unless sessions are cancelled and/or rescheduled to the time inconvenient to the applicant.

Submitting your application

Street Address: (preferred)

Melbourne Orientation Training Courses (OTC),
The Royal Dental Hospital of Melbourne
2nd Floor, Rom 2.401
720 Swanston Street,
Carlton, Vic. 3053

Phone: +61 3 94341 1177 or +61 3.9341 1178

E-mail: otc@dhsv.org.au

Website: <https://www.dhsv.org.au/careers/otc>

Facebook: <https://www.facebook.com/otcdhsv/>



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Attach THREE
Passport size
photos (approx.
3.5cm x 3.5cm) -
use paperclip

OTC COURSE Application form 2024

Personal details & educational background:

NAME:
(Family name) (Given names)

GENDER: Woman/Man/Transgender Man/Transgender Woman/Gender Fluid/Non Binary/My Gender Identity is Not Listed/Prefer not to say

DATE OF BIRTH:

ADDRESS:

POSTCODE

EMAIL:

CONTACT NUMBER:

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

I WANT TO APPLY FOR:

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

COMPREHENSIVE DENTISTRY course (3-week)

Starting date:

TECHNICAL COURSE (2 WEEKS) Starting date:

ONE-WEEK REFRESHER COURSE Starting date:

OSCE COURSE (1 WEEK) Starting date:



General Information:

(a) When did you sit the part 1 /written Australian Dental Council Examinations?

.....
(Date of ADC examination)

(b) When will you sit the part 2/practical Australian Dental Council Examinations?

.....
(Date of ADC examination)

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

- You are past OTC student
- Referred by outside organization, e.g., ADC
- Referred by an OTC student
- Other Source, please list details

Documents to be attached:

- A letter from the ADC noting your eligibility to proceed with the ADC examination process.
- A copy of a letter giving date when you are sitting the ADC examination - **if you have** already been allocated an examination date.
- Copy of your WRITTEN EXAMINATION results (only if you have already sat this examination).
- A certified copy of your Dental Degree, with English translation (if applicable)
- Copy of the page in your passport showing your eligibility to remain in Australia or visa notification from the Department of Immigration.
- Three Passport size photos, with your surname printed on the back – paper clip to top of application form. (E.g., 3.5 cm x 3.5 cm photos) – do not staple.

Candidate’s signature:

Date:

3-week Comprehensive Dentistry course
2-week Technical course
One-week REFRESHER Course
1-week OSCE 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) to attend:

- Comprehensive Dentistry Course (3 weeks)
- Technical course (2 weeks)
- One-week OSCE course
- One-week REFRESHER course

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 regarding visa, travel, and accommodation.

.....
Date and Candidate's signature



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DHSV INVOICE NO

OTC Office will complete this

Technical course (2 weeks)

Acceptance of offer Part 2

Applicant's Personal Details:

NAME:
 (Family name) (Given names)

GENDER: Woman/Man/Transgender Man/Transgender Woman/Gender Fluid/Non Binary/My Gender Identity is Not Listed/Prefer not to say

DATE OF BIRTH:

ADDRESS:

POSTCODE

EMAIL:

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

Payment Details:

TOTAL COURSE FEE: **\$4,600.00 AUD course fee PLUS**
 \$1,000AUD set of Nordent instruments

Deposit of \$500.00 will be charged at the time of application. Payment in full for this course is due approximately FOUR weeks prior to commencement of each course and must be received by the 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:

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CARDHOLDERS NAME:
 ... Expiry Date: / CVV:

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.

- 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 and instruction will be provided. If your fees are being paid by someone other than yourself, i.e., husband/wife/friend, refer to formation attached - "Authorization to Pay on Behalf of Candidate".



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DHSV INVOICE NO

OTC Office will complete this

One-week OSCE course

Acceptance of offer Part 2

Applicant's Personal Details:

NAME:
 (Family name) (Given names)

GENDER: Woman/Man/Transgender Man/Transgender Woman/Gender Fluid/Non Binary/My Gender Identity is Not Listed/Prefer not to say

DATE OF BIRTH:

ADDRESS:

POSTCODE

EMAIL:

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

Payment Details: TOTAL COURSE FEE: **\$2,000 AUD**

Deposit of \$500.00 will be charged at the time of application. Payment in full for this course is due approximately FOUR weeks prior to commencement of each course and must be received by the 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: / CVV:

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.

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 and instruction will be provided. If your fees are being paid by someone other than yourself, i.e., husband/wife/friend, refer to formation attached - "Authorization to Pay on Behalf of Candidate".



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If payment is being made by someone other than the candidate, the form below must be completed for each payment transaction.

Authorization to pay on behalf of candidate:

(a) I, (Name of person paying fees)

agree to pay the sum of \$.....(AUD)

on behalf of (Name of candidate)

(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

CARDHOLDER'S EMAIL ADDRESS:

Signature. Date:

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

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.

Important contact details:

1. OTC Orientation Training Course:

Phone: +61 3 94341 1177/+61 3.9341 1178

E-mail:

Ms. Julie McCormack, Manager: julie.mccormack@dhsv.org.au

Dr Magda Schwarz, OTC Coordinator: magda.schwarz@dhsv.org.au

Ms. Merala Lesevic, Administrative and DA Support: merala.lesevic@dhsv.org.au

Website: [Courses for overseas trained dentists | dhsv.org.au](http://Courses%20for%20overseas%20trained%20dentists%20|%20dhsv.org.au)

Facebook page: [OTC - Dental Health Services Victoria - Home | Facebook](https://www.facebook.com/OTC-Dental-Health-Services-Victoria-Home/)

Street address:

OTC, 2nd floor, Room 2.401
The Royal Dental Hospital of Melbourne
720 Swanston Street
Carlton, Vic.30153, Australia.

Postal address:

Orientation Training Course (OTC)
Business Development and Commercial
Services
Dental Health Services Victoria
Corporate Office, Level 1
720 Swanston Street, Carlton, Vic. 30153

2. Australian Dental Council (ADC)

Phone: +61 3 9657 1777

E-mail: info@adc.org.au

Website: www.adc.org.au

Street address:

Australian Dental Council,
Level 6, 469 La Trobe Street,
Melbourne, Vic.3000

Postal address:

ADC
PO Box 13278
Law Courts,
Melbourne, Vic.8010

3. Australian Health Practitioner Regulation Agency (AHPRA)

Phone: 1300 419 495 (from Australia)

+61 3 9275 9009 (From outside Australia)

Website: <https://www.ahpra.gov.au/About-AHPRA/Contact-Us.aspx>

National Office street address:

Level 7, 111 Bourke Street,
Melbourne, Vic.3000

National office postal Address:

AHPRA
GPO Box 9958
Melbourne, Vic.3001

4. Australian Dental Association

Website: <https://www.ada.org.au> (federal)

Australian Dental Association – Victorian branch

Website: www.adavb.net



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