courses for overseas dental graduates

Education and Training Unit
Part A
Information Package

Orientation Training Courses (OTC)

Semester 1, 2015

COMPREHENSIVE DENTISTRY COURSE (5 WEEKS)
23rd February–28th March
27th April–30th May

RESTORATIVE DENTISTRY (3 WEEKS)
12th –30th January
13th April–1st May
1st–19th June

FUNDEMENTALS OF DENTISTRY IN AUSTRALIA (LECTURE PROGRAM)
Monday, 5 January–Wednesday, 4 February
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About DHSV

Dental Health Services Victoria (DHSV) offers a range of non-award bridging 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 for:

- **Overseas Dental Graduates** who:
  - have completed an undergraduate degree in Dentistry 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. Australian dental graduates should make contact with AHPRA (www.ahpra.gov.au) in relation to registration requirements.

**Note:** Participation in a DHSV course is not a prerequisite in applying for, or sitting any ADC examination.

In 2015 DHSV will offer the following courses:

- **Comprehensive Dentistry course** (5 weeks). The course places emphasis on thorough preparation to sit 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** (3 weeks) – designed to refresh manual skills before sitting the ADC examination.

- **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.

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 clinical examination;
- have passed and have a current Occupational English Test (OET) or IELTS (International English Language Testing System) 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.

All applicants who meet the selection criteria will be selected for the course based on first-come first-served basis.
Comprehensive Dentistry course
(5 weeks)

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

Course structure

Sessions are generally held on weekdays and Saturdays from:

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

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.

The course covers:

- All aspects of Restorative Dentistry
- Endodontics
- Dental materials
- Rubber Dam application
- Dental Radiography
- Infection control
- Communication
- Dental records keeping

Course reading materials

Please note that all course materials/notes will be made available to participants electronically. No paper copies of notes will be provided.
Course fee

The Comprehensive Dentistry course fee covers all pre-clinical session, materials and equipment, tutorials and workshops.

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 and set of equipment, however the model and screws remain the property of the Education and Training Unit/OTC.

Course Materials

Please note that all course materials and notes will be made available to participants electronically. No paper copies of notes will be provided.

- Columbia ivorine adult teeth, Columbia models, and manikins are used for the majority of pre-clinical work in this course.
- The endodontic component will be performed on Columbia plastic teeth. However, if you wish to practice endodontics on natural human extracted teeth mounted in the plaster block, you may do so.
- Extracted teeth for the endodontic exercises will not be supplied. Candidates are responsible for sourcing teeth from a dentist. All teeth MUST be stored in 10% formalin for at least 7 days before use. Additional information on the collection of teeth will be provided at the time of acceptance into any course.

Fee Payment

Total course fee due is $10,000 and is payable in full approximately 8 weeks prior to commencement date of applicable course. The actual date for payment will be included in your acceptance letter.

Withdrawal Policy

The deposit of $150.00 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 SIX weeks prior to commencement date an administrative fee of 15% of the total course fee will be incurred, unless we are able to fill the vacancy. The deposit is not in addition to the course fee. Refer to Part B of the Information Package for full details.
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). Additional materials and instruments will be provided, however extra payment, in cash, will be required at the end of the course for any excessive materials used.

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. Every effort will be made to make the kit as complete as possible.
**Restorative**

- Amalgam 1 spill (15 capsules)
- Amalgam 2 spill (15 capsules)
- Amalgam 3 spill ECT (15 capsules)
- Composite material (1 syringe)
- Selection of 3M discs, small and large (2 - 3 of each)
- Celluloid strips (several)
- Finishing strips, blue and grey (5)
- Wedges (10 – 15)
- Separating metal strips (2)
- Siqveland matrix band wide (1 packet of 12)
- Tofflemire matrix band - adult #1 0.015 (1 packet)
- Disposable brush tips (several)
- Disposable scalpel blade with handle (1)
- Yellow stabilok pins (3)
- Twist drill for yellow pins (1)

**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, plastic skull
- Old radiographs for radiographic interpretation exercise

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**Endodontics**

(Some of these materials will be optional as required.)

- Disposable syringes (4)
- Coarse tapered diamond for access cavity 851-016 (1)
- Small “Lil” cups (5)
- Packet of files:
  - K #15-40 assorted (1)
  - K #45-80 assorted (1)
  - H #15-40 assorted (1)
  - H#45-80 assorted (1)
- Files:
  - K and H #08 (1)
  - K and H #10 (1)
  - K and H #15 (1)
  - K and H #20 (1)
- Long shank RA pulp burs: red, blue, and green or black (1 of each)
- Gates Glidden burs: #2, #3, #4 (2 of each)
- Endo cushion (1)
- Finger spreader yellow, red and blue (1 of each)
- Lentulo spiral (1)
- Needles (4)
  - Vial of GP fine fine (1)
  - Vial of GP fine (1)
  - Vial of GP X-fine (1)
  - Vial of GP medium-fine (1)
Candidates are entitled to receive additional materials during the course. A log book will be kept to monitor excessive use.

Discretion

Please note that the content of the 5 week Comprehensive Dentistry course is continually being reviewed.
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, preparation of teeth for inlays and onlays, crowns and bridges, and endodontic work. 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.

Course structure

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

5.30 – 8.30 pm

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 preparation influenced by the extent of caries and restorative material used
- Principles of Minimal Intervention Dentistry
- Restoration of teeth with different materials (amalgam, composite resin, GIC) to original anatomy including complex amalgam restorations
- Preparation of the tooth for indirect restorations (veneers, inlays and onlays, and crowns)
- Provision of temporary restorations in fixed prosthodontics
- Performing endodontic treatment of anterior and posterior teeth including application of rubber dam.

Course fee

Total course fee is **$2,800, payable in full approximately 8 weeks prior to commencement date** of course. The actual date for payment will be included in your acceptance letter.

The fee includes use of the clinic chair, dental manikin, hand pieces, hand instruments, consumables for restorative and endodontic components, and one set of plastic teeth (Columbia). At the end of the course you will be able to keep the teeth but not the model and screws.

Withdrawal Policy

A deposit of $150 is required with your application. This deposit will act as a withdrawal fee should a student withdraw following acceptance into any course. However, if an applicant withdraws within SIX weeks prior to commencement date an administrative fee of 15% of the total course fee will be incurred, unless we are able to fill the vacancy. The deposit is not in addition to the course fee.

Course materials

Please note that all course materials and notes will be made available to participants electronically. **No paper copies of notes will be provided.**

Columbia ivorine adult teeth, Columbia models, and manikins are used for the majority of pre-clinical work in this course. The endodontic component will be performed on Columbia plastic teeth. However, if you wish to practice endodontics on natural human extracted teeth mounted in the plaster block, you may do so.

**Extracted teeth for the endodontic exercises will not be supplied.** Candidates are responsible for sourcing teeth from a dentist. All teeth MUST be stored in 10% formalin for at least 7 days before use. Additional information on the collection of teeth will be provided at the time of acceptance into any course.
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 $20.00 to $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

The following instruments must be RETURNED to the OTC office on the last day of the 3 week Restorative Dentistry Course:

- 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
- Siqveland 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 (to be kept by the participant)

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 for slow speed-box assorted

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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
- Bur stand

- 3M mandrel for polishing discs
- Fish steamer for endo practice
- Yellow sharps container

### Restorative
- Amalgam 1 spill (5 capsules)
- Amalgam 2 spill (5 capsules)
- Amalgam 3 spill (5 capsules)
- 3M discs small and large (2 of each colour)
- Celluloid strips (3)
- Finishing strips, blue and grey (2 of each)
- Metal separating strip (1)
- Wedges (10 – 15)
- Disposable brush tip (1)
- Sigveland matrix band (5)
- Tofflemire matrix band (5)

### Endodontics
- Syringes (2)
- Needles (2)
- Small plastic “Lil” cups (5)
- Endo cushion (1)
- Hand spreader (1 yellow and/or 1 red)
- Gates Glidden burs #2, #3, #4 (1 of each)
- Long shank pulp bur (1 red, 1 blue and 1 green)
- Box of K files #15-#40
- Box of K files #45-#80
- X-Ray films, size 2 (10)
Fundamentals of Dentistry in Australia
(Lecture Program)

Course structure

The 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, 5th January – Wednesday, 4th February 2015 with lectures conducted generally between 9.00am and 5.00pm Monday to Friday.

Total Cost

$6,000.00 payable in full 8 weeks prior to course commencement date (exact date will be noted in Acceptance Letter)

Venue

The Royal Dental Hospital of Melbourne building
720 Swanston Street
Carlton, Victoria 3053

Note The Royal Dental Hospital of Melbourne is part of Dental Health Services Victoria.
Course reading materials

Please note that all course materials/notes will be made available to participants electronically. **No paper copies of notes will be provided.**

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:**

- Operative (restorative) dentistry
- Endodontology
- Paediatric dentistry (children’s dentistry)
- Orthodontics
- Dental prosthetics (removable)
- Prosthodontics
- Dental and oro facial radiology/radiography
- Dental materials
- Infection control in dental practice
- Periodontics
- Oral medicine & Oral pathology
- Oral Surgery
- Drugs in dental practice
- Preventive dentistry
- Fluoride modalities
- Management of Stress during the examination process
- Laboratory stages in crown and bridges. Resin bonded bridges.
- Case scenarios-discussions and workshops

Selection criteria

**Overseas Dental Graduates** wishing to participate in this program are required to:

- hold a current ADC reference number and be eligible to sit the Clinical or Preliminary examination
- have passed OET (Occupational English Test) or IELTS (Refer to the Australian Dental Council web site for information on new English Language Requirements – http://www.adc.org.au)
- 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.

All applicants who meet the selection criteria will be selected for the course based on first come first served basis.

**Australian Dental Graduates** wishing to attend this program should make direct contact with the OTC/Education and Training Unit.
Application process for 'Fundamentals of Dentistry in Australia', 'General Dentistry', and 'Restorative Dentistry' courses:

A non-refundable deposit of $150.00 must accompany your application form (cheque or money order preferred). The deposit is also considered as a withdrawal fee should students withdraw following acceptance into any course. The deposit is not in addition to the course fee.

Complete the application form and submit by post with all supporting documentation, including the deposit of $150.00. No places will be reserved/allocated until a completed application form is received by mail including all listed attachments. Scanned or faxed applications will not be accepted.

Fees are to be paid EIGHT weeks prior to the commencement of the course. Details on payment methods will be sent by the OTC/Education and Training Unit with the Acceptance of Offer letter.

Refer to Part B – Application & Payment Forms for further information.
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
- 1.00/1.30 pm – 4.00/4.30 pm
- 5.30 pm – 8.30 pm

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

**Note:** If your chair is occupied by a patient, you cannot enter the area under any circumstances. Wait until the patient has vacated. At times 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:

You are required to dress in neat and clean clothes at all times while in the clinic.

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.

- 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.**
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
- Handpiece bags over triplex, handpiece lines and slow suction
- Bag 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

- Remove handpieces
- Remove all bags from chair and dispose
- Dispose of suction tip & triplex
- 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
- Remove manikin head, and place head and instruments in cupboard
- Wipe down chair, bench tops, lights etc using detergent wipe stored in the cupboard
- Wipe suction area last
- Replace head rest on chair
- 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 Clinical Training Unit.

1. Education and Training Unit

Phone
+61 3 9341 1177 / +61 3 9341 1178

Email
Ms 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
The Royal Dental Hospital of Melbourne,
GPO Box 1273L, Melbourne VIC 3001

Street Address
720 Swanston Street, Carlton
VIC 3053
OTC/Education and Training Unit

2. Australian Dental Council (ADC)

Website
www.adc.org.au

Phone
+61 3 9657 1777

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

Postal Address
PO Box 13278
Law Courts
Melbourne, VIC 8010

Street Address
Australian Dental Council,
Level 2 / 99 King Street
Melbourne, 3000

Street Address
Level 8
111 Bourke Street
Melbourne

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
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