

# **THE GRADUATE PROSTHODONTICS**

## **PROGRAM SYLLABUS**

**2016**

*Hai Zhang, D.M.D, Ph.D.  
Associate Professor and Interim Director  
Graduate Prosthodontics*

*John D. Townsend, D.D.S., M.S.D  
Lecturer and Interim Associate Director  
Graduate Prosthodontics*

**Department of Restorative Dentistry  
and  
Department of Prosthodontics  
School of Dentistry  
University of Washington**

(Revised and Updated June 12, 2016)

## **Program Description**

The Graduate Prosthodontic Program falls under the purview of the Department of Restorative Dentistry. The program includes instruction in fixed prosthodontics, removable prosthodontics, implant prosthodontics, perio-prostheses, and maxillofacial prosthetics.

The didactic course of study consists of twelve consecutive quarters beginning in Summer Quarter each year. Students are expected to complete their requirements in clinical patient care and research activities by the end of the third year, granted some students may take longer than twelve quarters to complete the program. Formal courses and practical clinical experiences are designed to provide a challenging and stimulating program in all phases of prosthodontics with experience in research and teaching as well. Courses in related disciplines include dental materials, implant dentistry stomatology, occlusion, removable and fixed prosthodontics, biostatistics and a heavy emphasis on periodontics. The curriculum of the second year is intentionally flexible to permit individual student needs to be met. The program culminates in a Certificate in Prosthodontics that meets the requirements of the American Board of Prosthodontics, and the option to pursue a degree of Master of Science in Dentistry. The program prepares the graduate for specialty practice or a career in dental education. The degree of Master of Science in Dentistry (M.S.D.) requires planning and executing an acceptable research project in addition to didactic and clinical prosthodontic training.

Past graduates have been predominantly from the United States, but others have been from Canada, Great Britain, France, Taiwan, Italy, Spain, Singapore, Japan, Israel, Greece, Portugal, New Zealand, Kuwait, Mexico, India and Switzerland. Principle means of recruitment are through the program's reputation, American Dental Association listing and announcements in the Journal of Prosthetic Dentistry. Admission is on a competitive basis with a maximum of four openings per year. Foreign students must meet the requirements of the Graduate School, which include a minimum TOEFL score of 580 (237 for the computer version and 92 for online version). All final candidates are asked to come for an interview with the faculty prior to consideration for selection. They are also required to take a written and laboratory examination as a part of the interview process. A 3.0 GPA from dental school is required, with emphasis placed on performance in the third and fourth years.

## **Program Goals**

### **Didactic**

The program strives to provide a didactic basis for all specific areas of prosthodontics as well as related disciplines through formal courses and seminars. Two literature review seminars per week, given on a 2-year cycle, cover historical as well as current prosthodontic literature and provide a basis for in-depth faculty-student discussions.

### **Clinical**

Students are assigned adequate clinical load, selected by the faculty, which covers the broad range of specialty practice.

The program provides in-depth support and learning in both periodontics and orthodontics as they relate to the prosthodontic patient.

The volume of patients treated is deliberately kept relatively low to enable the student to treat each patient to state-of-the-art quality, both from the clinical aspect as well as the laboratory. Laboratory excellence is considered essential as past experience has shown that the new graduate must train the technician to obtain the level of quality to which he has been accustomed in the program.

### **PROGRAM GOALS AND OBJECTIVES**

- 1. To graduate clinicians who demonstrate proficiency with the diagnosis, treatment planning and treatment of Prosthodontic patients, with particular emphasis on the critical use of the existing literature and current knowledge.**
- 2. To graduate clinicians, who demonstrate proficiency with the management of patients requiring Prosthodontic and implant treatment, as well as the long-term supportive therapy of these patients.**
- 3. To provide the student with information in the basic sciences as a foundation for understanding the literature and adapting future advances into the clinical practice of Prosthodontics.**
- 4. To thoroughly prepare residents to successfully take and pass the American Board of Prosthodontics.**
- 5. To prepare students to work closely with general dentists and other specialties to the end that patients receive optimal care.**
- 6. To graduate clinicians who generate, disseminate, preserve knowledge, and serve the community and profession.**

**GRADUATE PROSTHODONTIC PROGRAM  
FIRST YEAR**

**Summer Quarter, First Year**

DENT 565	2 credits	Dental Photography and Imaging
DPHS 568	3 credits	Dental Biostatistics
Oral Med 580	2 credits	Radiology
ORTHO 580	2 credits	Functional Cranial Anatomy
PERIO 580	2 credits	Foundations of Implant Dentistry
PROS 560	2 credits	Removable and Complete Dentures
PROS 572	1 credits	Special Topics in Prosthodontics
PROS 660	2 credits	Clinical Prosthodontics
R.D. 589	2 credits	Review of the Literature in Occlusion
R.D. 660	<u>2 credits</u>	Oral Rehabilitation
	17 credits	

**Autumn Quarter, First Year**

ORTHO 582	1 credit	Adult Orthodontics Seminar
PERIO 582	1 credit	Periodontal Treatment Planning Seminar
PERIO 585	1 credit	Periodontal Therapy Seminar
PERIO 586	1 credit	Longitudinal Eval of Perio
PROS 571	1 credit	Prosthodontic Review of Literature
PROS 660	2 credits	Clinical Prosthodontics
R.D. 570	1 credit	Review of Literature Seminar (ResD)
R.D. 580	1 credit	Treatment Planning Seminar
R.D. 588	2 credits	Masticatory Functional Analysis & Occlusal Adjustment
R.D. 590	2 credits	Fundamentals of Fixed Prosthodontics
R.D. 660	<u>2 credits</u>	Oral Rehabilitation
	15 credits	

**Winter Quarter, First Year**

ORTHO 582	1 credit	Adult Orthodontics Seminar
PERIO 582	1 credit	Periodontal Treatment Planning Seminar
PERIO 585	1 credit	Periodontal Therapy Seminar
PERIO 586	1 credit	Longitudinal Evaluation of Periodontics
PROS 571	1 credit	Prosthodontic Review of Literature
PROS 660	2 credits	Clinical Prosthodontics
R.D. 570	1 credit	Review of Literature Seminar (ResD)
R.D. 580	1 credit	Treatment Planning Seminar
R.D. 585	2 credits	Prosthodontic Dental Materials
R.D. 660	<u>2 credits</u>	Oral Rehabilitation
	13 credits	

### Spring Quarter, First Year

ORAL B 574	3 credits	Clinical Stomatology
PERIO 582	1 credit	Treatment Planning Seminar
PERIO 585	1 credit	Periodontal Therapy Seminar
PERIO 586	1 credit	Longitudinal Evaluation of Periodontics
PROS 571	1 credit	Prosthodontic Review of Literature
PROS 660	2 credits	Clinical Prosthodontics
R.D. 570	1 credit	Review of Literature Seminar (ResD)
R.D. 580	1 credit	Treatment Planning Seminar
R.D. 660	<u>2 credits</u>	Oral Rehabilitation

13 credits

### SECOND YEAR

#### Summer Quarter, Second Year

DPHS 568	3 credits	Dental Biostatistics
Ortho 582	1	Adult Orthodontics Seminar
DPHS 569	2 credits	Epidemiology
PROS 563	1 credit	Maxillofacial Prosthetics I Seminar
PROS 572	1 credit	Special Topics in Prosthodontics
PROS 660	2 credits	Clinical Prosthodontics
R.D. 600	2 credits	Independent Study/Research
R.D. 660	<u>2 credits</u>	Oral Rehabilitation

13 credits

#### Autumn Quarter, Second Year

ORTHO 582	1 credit	Adult Orthodontics Seminar
PERIO 561	1 credit	Case Management
PERIO 582	1 credit	Periodontal Treatment Planning Seminar
PERIO 585	1 credit	Periodontal Therapy Seminar
PERIO 586	1 credit	Longitudinal Evaluation of Periodontal Therapy
PROS 564	1 credit	Maxillofacial Prosthetics II
PROS 571	1 credit	Prosthodontic Review of Literature
PROS 660	2 credits	Clinical Removable Prosthodontics
R.D. 570	1 credit	Review of Literature Seminar (ResD)
R.D. 580	1 credit	Treatment Planning Seminar
R.D. 600	2 credits	Independent Study & Research
R.D. 660	<u>2 credits</u>	Oral Rehabilitation

14 credits

### Winter Quarter, Second Year

ORTHO 582	1 credit	Adult Orthodontics Seminar
ORAL M 570	2 credits	Oral Medicine and Therapy
PERIO 582	1 credit	Periodontal Treatment Planning Seminar
PERIO 585	1 credit	Periodontal Therapy Seminar
PERIO 586	1 credit	Longitudinal Evaluation of Periodontal Therapy
PERIO 561	1 credit	Periodontal Case Management (Elective)
PERIO 663	2 credits	Pre-Pros Clinical Periodontics (Elective)
PROS 571	1 credit	Prosthodontic Review of Literature
PROS 660	2 credits	Clinical Prosthodontics
R.D. 570	1 credit	Review of Literature Seminar (ResD)
R.D. 580	1 credit	Treatment Planning Seminar
R.D. 600	2 credits	Independent Study/Research
R.D. 660	<u>2 credits</u>	Oral Rehabilitation

14 credits (Minimum)

### Spring Quarter, Second Year

ORTHO 582	1 credit	Adult Orthodontics Seminar
PERIO 582	1 credit	Periodontal Treatment Planning Seminar
PERIO 585	1 credit	Periodontal Therapy Seminar
PERIO 586	1 credit	Longitudinal Evaluation of Periodontal Therapy
PERIO 663	1 credit	Pre-Pros Clinical Periodontics (Elective)
PROS 571	1 credit	Prosthodontic Review of Literature
PROS 660	2 credits	Clinical Prosthodontics
R.D. 570	1 credit	Review of Literature Seminar (ResD)
R.D. 580	1 credit	Treatment Planning Seminar
R.D. 600	2 credits	Independent Study/Research
R.D. 660	<u>2 credits</u>	Oral Rehabilitation

14 credits (Minimum)

### THIRD YEAR

**Autumn, Winter, Spring and Summer Quarters. Students will register for 4 credits, 2 in RD 600 and 2 in RD 660, but may attend the rest of the courses.**

PERIO 577		Periodontal Implant Literature Review
PERIO 582		Periodontal Treatment Planning Seminar
PERIO 585		Periodontal Therapy Seminar
PERIO 586		Longitudinal Evaluation of Periodontal Therapy
PERIO 663		Pre-Pros Clinical Periodontics (elective)
PROS 660		Clinical Prosthodontics
R.D. 580		Treatment Planning Seminar
R.D. 600	2 credits	Independent Study/Research
R.D. 660	<u>2 credits</u>	Oral Rehabilitation

4 credits minimum

## COURSES IN THE GRADUATE PROSTHODONTIC CURRICULUM

### Graduate Prosthodontic Courses:

- PROS 560**      **Complete Dentures.** Lecture/seminar devoted to the diagnosis and treatment of the completely edentulous patient and the immediate denture patient, with emphasis on management of patients with difficulties in treatment. Implant supported and retained prostheses for the edentulous patient will also be emphasized.
- PROS 562**      **Removable Partial Dentures.** Lecture/seminar concentrating on factors peculiar to design and fabrication of removable partial dentures. Special attention will be given to combining fixed and removable partial dentures through precision attachments.
- PROS 563**      **Maxillofacial Prosthetics I.** Introductory lecture/seminar course with emphasis on systematic review and discussion of pertinent literature, study of case reports and the reliance of maxillofacial prosthetics on sound prosthodontic principles.
- PROS 564**      **Maxillofacial Prosthetics II.** Lecture/seminar augments 563. Diagnosis and detailed treatment planning and procedures for patients with anatomic or neurologic defects of the head and neck.
- PROS 571**      **Prosthodontic Literature Review Seminar.** Weekly seminar devoted to the review of prosthodontic and related literature.
- PROS 572**      **Special Topics Related to Prosthodontics.** A lecture/seminar course dealing with subjects which have a bearing on the comprehensive treatment of maxillofacial and regular prosthodontic patients. Topics included are surgery, speech, orthodontics, psychology, gerontology, and sociology.
- PROS 660**      **Clinical Prosthodontics.** Practical application of material covered in didactic courses in clinical prosthodontics.
- PROS 665**      **Clinical Practice Teaching.** Supervised experience in teaching clinical prosthodontics to the undergraduate dental student.
- RESD 570**      **Review of Literature Seminar (Restorative).** Continuous weekly seminar devoted to the review of prosthodontics and related literature.
- RESD 580**      **Restorative Treatment Planning Seminar.** A continuous weekly seminar to discuss controversial treatment problems and difficult diagnostic cases.
- RESD 585**      **Prosthodontic Dental Materials.** Study of commonly used materials in the fabrication of dental appliances. Emphasis on resin systems and various precious and base-metal alloys.

- RESD 588**                    **Masticatory Functional Analysis and Occlusal Adjustment.** A lecture clinic and lab course on the fundamentals of functional occlusal analysis and occlusal adjustment by selective grinding and tooth movement. The course is offered in Autumn Quarter to first year Periodontic, Prosthodontic and Orthodontic graduate students.
- RESD 589**                    **Review of Literature in Occlusion.** This course is the second quarter in Occlusion for graduate students. The course is designed to familiarize the student with pertinent related topics and prominent concepts in the field of occlusion. It provides the background knowledge needed by the practitioner involved in the management of patients with problems related to occlusion.
- RESD 590**                    **Fundamentals of Fixed Prosthodontics.** A weekly seminar/laboratory course in the techniques of cast restorations. Preparations, impressions, models, dies, waxing, casting, veneering, staining, and soldering will be covered.
- RESD 600**                    **Independent Study or Research.** Prerequisite: permission of Graduate Program Director.
- RESD 660**                    **Oral Rehabilitation.** Practical application of material covered in didactic courses in clinical prosthodontics.



### Courses in Other Departments:

- DENT 565**      **Dental Photography and Imaging.** Provides student with sufficient knowledge and experience to select and use correct photographic equipment for photographing patients (facial and intraoral), casts, instruments, x-rays, charts, and objects.
- DPHS 568**      **Biostatistics and Research Design.** Instruction in basic biostatistics, emphasizing the integration of statistics with research design and including measures of central tendency, regression, correlation, chi-square, and comparison of samples. Offered on credit/no credit basis only.
- DPHS 569**      **Clinical Epidemiology and Study Design in Dentistry.** The goal of this course is to provide you with a set of tools that will allow you to determine the degree of belief you can put into evidence that which is presented to you. In the first part of the course, a set of tools/principles that allow you to assess the quality of scientific evidence is introduced. Topics covered include the role of skepticism, biological plausibility, the importance of comparison and temporality in establishing causality, data torturing, the formulation of a research question, refutation, placebo effects, and scientific conflicts of interest. In the second part of this course, these general scientific principles are introduced within the context of three research designs: the case-control design, the cohort design, and the randomized controlled trial.
- ORAL M 570**      **Oral Medicine and Therapy** Lecture directed toward the presentation and discussion of oral diseases and oral manifestations of systemic disease. Primarily the clinical manifestations' relationship to generalized disease processes and patient management with in-depth discussions of therapy.
- ORAL M 580**      **Radiology.** The goal of this course is to teach the students the finer points of reading radiologic films with an eye to the treatment of advanced or unique problems.
- ORAL B 574**      **Clinical Stomatology.** Update and review of diseases of the oral cavity and jaw, with emphasis on recognition and diagnosis of the clinical lesion. Clinical cases discussed and student presentations supplement faculty lectures.
- ORTHO 580**      **Functional Cranial Anatomy.** Lecture and laboratory centered around the dissection of the head and neck with didactic emphasis on functional anatomy and clinical applications.
- ORTHO 582**      **Adult Orthodontics.** Seminar for orthodontic, periodontic and prosthodontic graduate students in comprehensive, integrated diagnosis and treatment planning of the dental problems of the adult patient.
- PERIO 577**      **Implant Literature Review.** Concise review of the scientific periodontal literature with specific focus on studies of periodontal diagnosis, wound healing, periodontal regeneration, microbiology, and implant procedures.

- PERIO 582**      **Periodontal Treatment Planning Seminar.** Weekly seminar involved with the presentation, discussion, and tentative solution of moderate to complex problems in diagnosis and treatment.
- PERIO 585**      **Periodontal Therapy Seminar.** A weekly seminar utilizing the case review method and dealing with the treatment of moderate to advanced periodontal disease.
- PERIO 586**      **Longitudinal Evaluation of Periodontal Therapy.** An in-depth examination of the progress of the case from the time of initial therapy, which will be as far back as 10 to 15 years, and its ongoing progression until the most recent maintenance visits to determine: (1) the efficacy of method, (2) the demands made upon the patient, and (3) the temporal effect of therapy and survival.

## **CHAPTER II**

### **Clinical Objectives and Program Requirements**

The following are minimum objectives for clinical patient treatments during the Prosthodontic Graduate Program.

#### **A. Fixed Prosthodontics**

1. 3 patients requiring complete reconstructions.
2. 2 patients requiring anterior esthetic restorations.

#### **B. Removable Prosthodontics**

1. 3 patients requiring complete dentures or overdentures.
2. 3 patients requiring removable partial dentures, conventional and/or precision, including at least one combination case (An RPD and four natural tooth preparations involved in the restoration of the patient).
3. 1 patient requiring an immediate denture.

#### **C. Implant Prosthodontics**

1. 1 patient requiring a fixed-removable implant prosthesis in the mandible.
2. 1 patient requiring a bar-clip implant with overdentures.
3. 1 patient requiring an implant supported fixed partial denture(s).
4. 1 patient requiring a single tooth implant prosthesis.

#### **D. Surgical Placement of Dental Implants**

2 patients requiring dental implants on sites with adequate soft and hard tissues (without soft or hard tissue augmentations).

#### **E. Maxillofacial Prosthetics**

1 patient requiring restoration of an acquired or congenital defect.

#### **F. Other Patients Assigned on Recall**

1. Relines
2. Repairs
3. Adjustments

Students may choose to treat more patients as they relate to their field of particular interest. In addition, students will have the option to place implants and perform minor surgical procedures in the Graduate Periodontics facility, at the discretion of the Graduate Periodontics program Director.

## **G. Requirements for Graduation**

To graduate and receive an M.S.D. degree and/or Certificate in Prosthodontics, the following items are required:

1. It will be necessary for the student to complete all of their patient treatment. A chart review will be conducted to evaluate and finalize the treatment as well as financial status of the patients to determine whether the students has completed all of their clinical requirements. Transfer of patients to classmates should be discussed and determined at this meeting as well.
2. The student is required to submit CDs/DVDs of their cases with complete and thorough documentation including all radiographs, with a focus on pre- and post treatment. The images should be organized in the appropriate sequence according to the sequence of treatment. We will provide you with a form in your last quarter to be used to specify surgical procedures, implant brands, surgeon, ceramist, materials, etc. A printed copy of this form should accompany each case's CD/DVD(s). You are also required to organize your patient case boxes with the diagnostic casts, casts of the diagnostic wax-up, definitive casts, and mounted casts of the completed restoration.
3. The student will complete a written, multiple choice exam, such as the one they took when applying to the program, UNLESS they have passed the Part one American Board of Prosthodontics (ABP) written exam. The letter from the ABP confirming success should be provided to satisfy this requirement.
4. The student will provide a list of patients for whom they have placed implants, including number, brand, measurements and the position of the implant.
5. The grades in all of the student's classes will be reviewed; keep in mind that the average grade should not be lower than 3.0.

## **H. Requirements for Graduation with an M.S.D. Degree**

1. Students are required to prepare a manuscript suitable for submission to the Journal of Prosthetic Dentistry, or another journal of equivalent quality. An advisory committee will be appointed, and the chairman will be a member of the graduate faculty. The committee will determine if the quality of the paper warrants submission for publication and satisfies the graduate program requirements. Topics for the paper will be approved by the chairman of the committee. The topic selected can be on any area of prosthodontics.
2. Students who pursue the degree program will also receive a Certificate in Prosthodontics upon completion of the clinical and academic requirements.

## **I. Requirements for a Certificate in Prosthodontics without the M.S.D Degree**

1. The student must fulfill all academic and clinical requirements for the M.S.D degree with the exception of the research/article requirement. A 3.0 average is required.

## **J. Laboratory Requirements**

Removable - All except frameworks

Fixed- For the three required reconstructions the student must do all laboratory procedures for the first one, the second one may be either done by the student or sent to the lab at the discretion of the program director. The third case may be sent to an outside technician. Any subsequent cases will follow the same order at the discretion of the program director.

## **K. Requirements for Satisfactory Progress**

1. General requirements for satisfactory progress are described in **Graduate School Memorandum No. 16** (revised March 2010).
2. The student must maintain a 3.0 grade-point average. This will be reviewed at the end of Spring Quarter of the first year, and quarterly after that time. Failure to maintain this average will result in action as described in **Graduate School Memorandum No. 16**.
3. The student must complete his/her course work within the twelve quarters of the program. Failure to finish in time will result in action as described in **Graduate School Memorandum No. 16**. This does not apply to research or patient treatment. We do grant extensions for those circumstances.
4. The student must conduct himself/herself in a professional manner in dealing with patients, faculty, staff and fellow students. Problems in this regard will be reviewed by the graduate faculty. Initial action will be counseling of the student regarding the nature of the problem and the recommended steps for correction. Subsequent action would include formal warning, probation, and dismissal for failure to comply.

**CHAPTER III**  
**PATIENT CARE GUIDELINES**

**A. Procedures and Records**

**Patient Assignment**

1. You will be assigned a group of patients at the end of the summer quarter, some of whom have been waiting for over a year to begin their treatment. **IT IS ESSENTIAL THAT YOU CONTACT ALL YOUR PATIENTS WITHIN THE FIRST TWO WEEKS OF THE AUTUMN QUARTER! You must make a chart entry indicating the date on which you contacted them and a brief description of their current situation.**

It is obvious that you cannot begin treatment on all these patients at the same time and they will realize the need to prioritize treatment. What they do want is to know that you are going to treat them and that you are interested in their current oral condition. It will be up to you to decide upon the order in which you will get them in for initial documentation with the exception of those assigned for a particular course of instruction.

2. After appropriate diagnostic procedures are completed, a tentative treatment plan, separate from the patient's record, will be developed.
3. In consultation with the Director, a faculty member will be chosen to direct the patient treatment. This faculty member must initial the final treatment plan. Subsequent treatment plan changes must be approved by the assigned graduate faculty member.
4. The student will prepare a patient letter that is both a financial contract and an informed consent document for signatures by the patient and the Director or Associate Director, as well as the student, and submit it to the assigned faculty for suggestions. Submit a final draft to the Grad Pros Clinic Manager, preferably on a flash drive as a Word file, for editing and final printing. Once the patient, Director and student sign this document, the original will be kept in the patient's chart with a copy to the patient. An additional copy will be placed in the financial folder maintained by the Grad Pros staff (payment entries will be made on the copy as a permanent record). The student will also keep a copy in the student's patient file. Sample patient letters are available from the Grad Pros Program Coordinator or Clinic Manager. Until the letter is signed by all three parties, it does not leave the clinic.

Should any major changes occur in the treatment plan (resulting in a change in cost of \$1,000 or more) a supplemental patient letter (Addendum to Treatment) must be prepared as described above with the same disposition of signed copies.

After the contract/letter or addendum is signed, the student is responsible for entering the treatment plan (using the assigned CPT codes) into the axiUm system for billing and treatment tracking purposes.

**NO TREATMENT MAY BE PERFORMED WITHOUT A SIGNED CONTRACT** except for special circumstances subject to Director's approval.

5. Since the faculty is legally responsible for patient care, all major steps must be checked by a graduate faculty member with a signed treatment record entry. Signature booklets for each type of procedure will be provided to the student by the staff. You must get a signature for each step of treatment.

Major steps are (by treatment type):

**Complete and Immediate Dentures**

- Final Impressions
- Clinical Try-in
- Insertion

**Removable Partial Dentures**

- Framework Design
- Framework Try-in
- Clinical Try-in
- Insertion

**Fixed Partial Dentures**

- Initial Diagnosis and Treatment Plan
- Diagnostic Wax-up
- Provisionals
- Preparations and Final Impressions
- Final Wax-up
- Wax-up Cutback
- Metalwork (in mouth or on model)
- Esthetic Try-in
- Immediately Prior to Cementation
- Final Documentation

**Implant Prostheses**

- Initial Diagnosis and Treatment Plan
- Surgical Stent
- Provisionals
- Metal Try-in
- Clinical Try-in
- Insertion
- Final Documentation

**Implant Placement**

- Initial Diagnosis and Treatment Plan (restorative)
- Surgical treatment plan with attending faculty

Surgical Stent  
Implant placement  
Final Documentation

### **Maxillofacial Prostheses**

As determined by directing faculty member

6. Students will be required to maintain current patient records with treatment plans, patient letters for informed consent and financial contracts as well as appropriate daily chart entries.

Faculty will audit the student's patient files at regular intervals so the file must be current for all patients. The file will also be used as the final disposition document for all patients at the completion of the program and will serve as a means to clear the student for graduation/certification.

As you complete portions of the treatment you **MUST** go into axiUm and mark those phases as complete, so that the patient's financial account has an accurate description of which treatment has been completed and what has already been paid.

7. Chart Request

UW School of Dentistry is currently using Axiom software for all patient management. Charts of older patients are still available if needed.

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### **CHART PROTOCOL**

- A. While most of our charts are available electronically, we still have some paper charts in the clinic, of older patients. If this is the case, the day before the appointment, the assistants will pull the chart.
- B. On the day of appointment, the chart will be placed on the counter in the student's clinical unit by the assistant. Newer charts will be pulled up in axiUm on the computer
- C. After treatment is completed for that visit, the student enters the daily chart entry into axiUm and files the chart in the B469 chart files, if there is a physical chart.
- D. All completed treatment must be marked completed in axiUm, and the office staff must be notified so that it can be billed.

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Charts must be kept current with treatment plans, correspondence, progress note entries, financial contracts, treatment completion and other records entered on the day they occur. Please enter chart notes as soon as possible and have faculty swipe them into the system. Patient records must remain within the School of Dentistry at all times, and be available to others for administrative purposes, emergency treatment, and other related functions of the School. DO NOT allow a



chart to be taken from the Prosthodontics clinic until the Clinic Manager has wanded it to update the electronic records.

8. All completed patients must be seen with a graduate faculty member 1-2 months after placement for evaluation and final disposition.
9. Students are responsible for providing all follow-up care for their patients, including oral hygiene, until they complete the program. Students will recommend a level of follow-up care for each completed patient as a part of their exit requirements. Patients will then be reassigned to the staff hygienist for recall maintenance.

## **B. Patient Finances**

1. Once a treatment plan with its associated fees has been accepted by the patient, payment arrangements are finalized by the Graduate Prosthodontic Clinic Manager prior to initiating treatment.
2. Treatment plans totaling under \$10,000.00 require a 50% deposit to initiate treatment and the balance paid in full no later than the final impression date (for fixed prosthodontic care) or at try-in date (for removable prosthodontic care).

Treatment plans totaling over \$10,000.00 require:

Payment in equal thirds with one third at the start of definitive treatment, the second third at the final impression stage and the final third before insertion of the definitive prostheses.

3. Receipt of Payments

Payments are delivered by the patient directly to the Graduate Prosthodontic Clinic Manager. All payments are immediately recorded by the Clinic Supervisor and a receipt provided to the patient.

Patient payments need to be monitored by the grad student for compliance with the contracted terms. Students may always ask the Clinic Manager about the patient's payment status. Should patients fall behind on payments, the Director should be notified as soon as possible. **Insertion of any prostheses must not occur until final payment has been made.** Exception to this rule can only be made through the Program Director.

4. Charge Submission

**Charge entry is performed in accordance with the contract terms for the case.** Students will enter the proposed treatment plan into the axiUm system AFTER the Clinic Manager has checked the CPT codes and totals of the contract, and the patient and Director have signed the contract. The completion of every stage of treatment MUST be entered into axiUm to ensure accurate billing of the patient.

Because of the nature of axiUm, all treatments are itemized, there is no difference between entering insured or uninsured patients.

5. Referrals to other departments

Procedures referred to other clinics such as surgery performed in Graduate Periodontics are charged and fees collected by the clinic in which treatment was performed. Payment is made in compliance with standard SOD parameters, and is not included in the Graduate Prosthodontics payment contract.

**C. Patient Recall**

The student will be assigned a number of patients for recall examination and/or adjustment on a rotating basis by the Clinic Supervisor. Should the patient require more than routine prophylaxis, denture adjustment, or other minor therapy, an appropriate appointment time should be scheduled. There will be a large amount of clinical experience gained with minimal expenditure of clinic time. All students need to develop a better concept of the continuing care needed for oral health with prosthodontic restorations. Patients must be clearly informed as to the cost of any definitive procedures before beginning treatment and appropriate chart entries must be made. Treatment of any magnitude will require a treatment plan modification or the development of a new treatment plan with appropriate signatures. The need for extensive re-treatment or adjustment may necessitate reassignment by the Director or Assistant Director.

**D. Faculty Coverage for Graduate Student Patient Care**

Students are encouraged to seek advisory from multiple faculty, however it is required that students should identify one fulltime faculty as the attending faculty for each patient's care. Students should report to the attending faculty and get approval if there are any major changes of the treatment plan.

Graduate faculty will be assigned for regularly scheduled clinic sessions. In the intervals between quarters, instruction will be provided only when scheduled in advance.

Working on patients after hours (after 4:30 on weekdays, anytime on weekends) is not allowed except for emergencies after the consultation with the Director or the Associate Director. Seeing patients after hours places the student at risk for possible charges of mistreatment, as well as reducing the chances of obtaining immediate assistance for medical emergencies.

**E. Infection Control in the Dental Environment**

Graduate students are expected to be familiar with the School's Infection Control Policy and to comply with the Guidelines. A copy of Infection Control in the Dental Environment is kept in the B-469 Clinic Dispensary area.

## CHAPTER IV

### PERSONAL HYGIENE AND APPEARANCE

(extract from Infection Control in the Dental Environment, the University of Washington School of Dentistry, Revised January 1997)

#### **Policy:**

A neat, clean professional appearance while engaged in patient care is required. Such a professional appearance communicates an image of quality work, and respect for the patient's well-being.

#### **Implementation:**

##### **A. Personal Hygiene:**

1. Hair shall be cleared away from the face, and should not contact the patient, operatory light handle, or the area of operation.
2. Facial hair shall be covered by a face mask or shield.
3. Jewelry or watches shall not be worn on the hands or arms during patient treatment.
4. Nails must be kept clean and short.
5. Watches and necklaces with long chains must be worn inside the clinic gown.
6. Individuals with injured, cracked skin or dermatitis should exercise particular caution when treating patients until the lesions are healed.
7. Eating shall be confined to lounge or eating facilities, and must not be done in clinics or laboratories. No smoking is allowed in the Health Sciences complex.

##### **B. Hand washing:**

1. Hand washing is mandatory before gloving, after de gloving, after handling items that may have been contaminated by patient contact, or when hands are obviously soiled.
  - a. Hands are to be washed during the appointment after gloves are removed before leaving the operatory and again on re-entering the operatory prior to re gloving. They should also be washed prior to re gloving if gloves are torn.
  - b. Hand washing is required following toilet use, before eating and after contact with your hair, face, or glasses.

2. Routine hand washing for dental clinical and laboratory procedures should involve the following:
  - a. Remove visible debris from hands and arms using appropriate solvents or cleaners if required.
  - b. Skin must not be abraded with brushes or sharp instruments.
  - c. Wet hands and wrists under cool running water.
  - d. Rub antibacterial hand soap gently into all areas, especially between fingers and around nails for at least 15 seconds before rinsing under cool water.
  - e. Repeat the washing and rinsing, and thoroughly dry with paper towels.

**C. Personal Appearance and Attire:**

Clinical attire for dental procedures should always be used to protect against contamination of other clothing, and should be changed daily or when visibly soiled. Attire for those involved in patient care shall include the following:

**Clinic Attire**

**General Dress Requirements**

1. A neat, clean professional appearance while engaged in patient care is required. Such a professional appearance communicates an image of quality work, and respect for the patient's well-being.
2. Clinic Gowns must not be worn in restrooms. Hooks are provided outside restrooms to hang clinic gowns before entering.
3. Name tags or photo ID badges will be used on the white clinic coat/jacket and will include the individual's name and *UW School of Dentistry* designation.
4. Faculty, students, and staff must wear shoes and stockings (nylon hose are acceptable) when *entering* a clinic or laboratory. Shoes must be clean and well-maintained and appropriate, (e.g., no torn or dirty athletic shoes, work shoes/boots, sandals, or shoes without socks or nylons). Clean all white athletic shoes are acceptable.
5. Clinical or laboratory attire used in the patient care process is only to be worn in the clinics and adjacent hallways.
6. Persons with facial or head hair of a length that may contact operating instruments, materials, or the operative field while the operator is in working position or during treatment room preparation, must contain the

hair using a hair net on the head and a face shield with a face mask to contain facial hair.

### **Student and Staff Gowns**

Either the lavender or burgundy moisture resistant gowns will be used by all students and staff during patient care. The garments are designed to provide additional protection to skin and clothing from potentially saturating contamination. Name tags are not to be used as the pin holes will reduce the moisture resistant protection. They are professionally laundered, and should be changed daily or when visibly soiled. They are to be placed in the appropriate laundry bags or designated cabinet located in each clinic prior to leaving the clinic. Clinic garments must not be taken home.

### **Laboratory Attire**

Laboratory gowns or coats should be worn during laboratory procedures producing splatter, aerosols, or dust in order to protect clothing from contamination. Gowns designated for use in the clinic are not to be used as laboratory attire. Users must wear a clean white jacket or coat with long sleeves to minimize skin and clothing exposure to aerosols. The garment must be closed (buttoned, zipped, or snapped) during use. Laboratory coats or jackets are not to be worn outside of either laboratory or clinical areas, and must be changed daily or when visibly soiled.

Students should take the lab garments home in a disposable bag and launder them separately from other clothing with hot water, detergent, and liquid chlorine bleach (at a concentration from 1:100 to 1:10 parts water). Staff and faculty will use School-owned garments, and for routine care will have garments laundered by each department using Consolidated Hospital Laundry or an equivalent laundry service.

## **CHAPTER V**

### **USE OF FACILITIES IN THE GRAD PROS CLINIC**

- A. Each student has their own operatory. The student will schedule the appointment with the Clinic Supervisor and record it in axiUm. The student will indicate the procedures to be performed so that appropriate instruments can be available for his/her use. Special instrument requests must be written in the appointment book well in advance to insure that the assistants can comply with the necessary sterilization requirements. Students treating patients before clinic opens at 9:30 cannot expect assistance unless scheduled. Students involved in emergency clinical treatment when the clinic is closed (i.e., weekends and holidays) will be responsible for cleaning the unit so that it will be ready for use the following clinic session. Two days advance notice for the assistants is required for lengthy procedures that might run beyond normal clinic hours
- B. Use of Laboratories**
1. Individual space is assigned to each graduate student in the B-4 Lab.
  2. Each student will be assigned locked space in the B-4 Lab for storage, as well as the locking cabinets in their operatory.
  3. Locker space is provided outside the B-4 Lab.
  4. Students are responsible for cleaning up after using the laboratory. If necessary, the Director will assign students the responsibility for lab cleanup on a rotating basis. Failure to maintain work areas in a suitable state of order can result in restriction in the use of facilities until these deficiencies are corrected.
  5. The Graduate Prosthodontics laboratory and attendant resources exist for the use of students enrolled in the Graduate Prosthodontics program. Pre-doctoral students have their own lab and resources for processing dentures and other prostheses. Please do not process dentures or other prostheses for Pre-doctoral students in the Graduate Prosthodontics laboratory.
- C. Use of Instruments**
- A complete separation of clinical and laboratory instruments must be maintained. Staff personnel have marked clinical instruments and equipment with yellow bands. Due to the limited number of handpieces and other special instruments AND sterilization requirements these yellow marked materials **MUST NOT BE USED AS LAB EQUIPMENT**. For security reasons, handpieces are locked up and can be obtained only through the dental assistants. Handpieces, once checked out, become the responsibility of the student and, when used outside normal clinic hours, must be locked up until they are returned.
- D. Use of Assistants**

Since we are limited to two assistants, students must schedule those times when they must have an assistant by so noting in the appointment book. Assistants, as state employees, are forbidden by law to work more than 40 hours a week or more than 8 hours a day, so do not expect assistance outside normal clinic hours. Should assistants be required to work through lunch time for special situations (e.g., full-mouth final impressions) scheduling must allow a lunch break before they are again needed.

## CHAPTER VI

### USE OF PROSTHODONTIC LABORATORY (D-4)

- A. The Laboratory is maintained primarily to facilitate the flow of work for the predoctoral students. Because of their structured program, their cases will take priority. It will not be possible for graduate students to have rapid service during peak periods (usually the last three weeks of each quarter). At other times, the laboratory will make every effort to expedite work flow.
- B. Laboratory work should be done in the B-4 laboratory. This will allow graduate students to become familiar with processing procedures. Dentures can be cured in the D-4 laboratory. Students are encouraged to consult with the laboratory staff at any time and can arrange with the senior technician to photograph laboratory sequences, etc.
- C. Initially, processing, repairs, and relines of removable prostheses should be done by the graduate student.
- D. All relines which are processed in the D-4 Laboratory should be scheduled in advance with the technicians.
- E. All removable partial denture frameworks for commercial laboratories must be sent out through either the Program Coordinator or the Clinic Supervisor with a completed work authorization signed by the assigned faculty member.
- F. The D-4 laboratory staff wish to help facilitate your patient care, and would be happy to meet with you at any time.
- G. The schedule of working times required by the D-4 laboratory is listed below. Only in the most pressing of situations will this be altered, and this request must be made to the Director of Graduate Prosthodontics, not to the laboratory technicians.

### COMPUTING LABORATORY TIME

The laboratory day begins at 8:00 a.m. and all time intervals are computed from 8:00 a.m. As a result, the deadline for turning in work to the laboratory is 4:30 p.m. of the previous day. A quality control evaluation occurs each day at 4:30 p.m. This double evaluation of your work to and from the laboratory is to ensure that a high quality of work is delivered to each patient.

#### Examples:

- a. A complete denture wax-up is turned in for processing at 3:00 p.m. on Monday. The processed dentures will be ready to pick up any time after 8:00 a.m. on the Tuesday of the next week.
- b. The waxed-up immediate dentures are turned in to the laboratory at 8:20 a.m. on Monday. Since two working days are necessary for flasking and boil-out, the casts will be ready for trimming at any time after 8:00 a.m. Thursday of that week.



- c. The trimmed immediate denture cast is turned in to the laboratory at 3:00 p.m. on Thursday. Since two working days are necessary for processing the resin for an immediate denture, it will be ready to pick up any time after 8:00 a.m. on the following Tuesday for a laboratory remount.

**NOTE: Holidays do not count as working days.**

<b>A.</b>	<b>RPD CASTING</b>	4 days wax-up	3 days finish
<b>B. COMPLETE DENTURES AND REMOVABLE PARTIAL DENTURES*</b>			
1.	Processing of acrylic resin (Molloplast B, add 2 days)		3 working days
2.	Polishing completed dentures		2 working days
<b>C. PROCESSING AND POLISHING OF RELINES</b>			
1.	With Molloplast B lining		2 working days
<b>D. PROCESSING AND POLISHING REBASE</b>			
			2 working days
<b>E. IMMEDIATE DENTURES*</b>			
1.	Invest and boil-out		2 working days
2.	Trim cast		1 working day
3.	Processing of acrylic resin (Time is started when flask is returned following trimming)		2 working days
4.	Check internal of denture with faculty		1 working day
5.	Processing and polishing of the clear surgical template		4 working days
<b>F. DUPLICATE DENTURES</b>			
			2 working days

**NOTE: Duplicate dentures will be made only when the work load in the processing laboratory allows.**

**G. REPAIRS AND ADDITIONS**

An appointment with the laboratory is required. The time needed will be decided by the technician based on complexity of work and work load in the laboratory. The work must be turned in by 10:30 a.m. or 3:00 p.m. in order to receive it back within the same period. Otherwise, the work will not be ready until the following period.

**NOTE: Processing and polishing may take longer during peak times, as in the last three weeks of any quarter.**

## CHAPTER VII

### WORK DELEGATION TO COMMERCIAL LABORATORIES

#### A. Crowns and Fixed Partial Dentures

The Department of Restorative Dentistry will not be able to provide laboratory services or facilities for all of your patients. It will be necessary to send some selected cases to an outside laboratory under the School of Dentistry contract system. Certain repairs and other special situations will be sent out only as directed.

#### **WHEN YOU SEND ONE OF YOUR CASES TO AN OUTSIDE LAB:**

Before work can be sent to a contract laboratory:

1. Treatment plan must be developed and approved by a graduate faculty member. The laboratory will be chosen by the Director or Associate Director. Complete a lab slip or letter, as appropriate to the standards of the lab. The lab slip or letter **MUST** be signed by the Director or a faculty member who has been granted that authority by the Director. A copy of the lab slip/letter must be placed in the patient's chart. Patients generally will pay two-thirds of the fee prior to any work being sent to the laboratory.
2. Contact the laboratory and determine the laboratory fees for the treatment proposed. The total fees must then be determined by the Director or Associate Director of Graduate Prosthodontics.
3. A **WRITTEN ESTIMATE FROM THE LAB MUST** go to the Program Coordinator for any case that will cost more than **\$3500**. The Program Coordinator will then begin the paperwork to enable the lab to be paid.
4. When the work is completed, ask the lab to send the invoice, marked with the purchase order number, to the Program Coordinator so that it can be paid. If the lab sends the invoice directly to you, take it immediately to the Program Coordinator.
5. Bear in mind that the **STATE OF WASHINGTON** is going to pay the lab for their services. You may not enter into a contract with a lab (unless you want to pay the charges personally); the University's purchasing bureaucracy **MUST** ultimately pay the bill.
6. Packaging is the responsibility of the student. Some boxes and packing materials are available in D-780 if you need them.
7. The Program Coordinator will prepare the mailing label and make sure the package is sent.

**B. Removable Partial Dentures**

1. Complete the work authorization and design under the faculty member who is working with you on the patient.
2. Two casts are sent to the laboratory: 1) a master cast poured in improved stone and 2) an example cast poured in dental stone. The master cast should have the path of insertion marked on it, and the example cast should have the detailed design drawn on the cast. The color coding should be consistent with that in the RPD syllabi.
3. The graduate faculty member must sign the work authorization.
4. Work is sent out through the Clinic Supervisor or Program Coordinator.

## CHAPTER VIII

### DOCUMENTATION OF PATIENT TREATMENT

A. Since the Dental School is responsible for the maintenance of those patients treated by the graduate student, the Department must maintain certain records and components of treatment as permanent documentation of the care provided. This is not only to comply with legal responsibilities of the School but also for the recall of the patients and for any continuing therapy that may be required.

1. Photographs/Image Files

Students are expected to completely document the treatment of each case assigned and provide the department with an original of the pertinent steps. The complete documentation will be necessary for submission to the American Board of Prosthodontics or State Specialty Boards in the future. The selected documentation will remain with the Department for use in follow-up care or for teaching purposes (where proper acknowledgment will be made for their use). The Department is interested primarily in dentate or partially dentate patient treatments and implant treatments where image files should show:

Pre-op sextants, x-rays and charting  
Post-perio sextants  
Post-treatment sextants and x-rays  
Full face, before and after

Complete denture patients with special challenges and results may also be documented.

Students will be responsible for purchasing a good quality digital camera, and for processing and storing the images until graduation.

Also, students must remember to have a their patients fill out an Authorization to Use or Disclose Photography/Video Tape form. HIPAA requires that we inform patients that their image may be used in the school for teaching purposes, as well as in journal articles written by the students or faculty of the program. Please date the forms to expire **FIVE YEARS** from the date it is signed. This is to give the student ample time to complete the case and publish any articles in which the student may wish to use the case. This form is required only for photos of the patient's full face, or if they have any unique identifying marks or characteristics that would make them easily identifiable even if it isn't a full face shot.

## CHAPTER IX

### SUPPLIES

#### A. Dental Supplies and Equipment

Expendable items are stocked by the dental assistants. **It is the responsibility of the student to alert the assistant when supply levels run low.** Students wishing to use materials other than those normally supplied must clear any purchase requests through the Director. It is not the intent of the program to experiment with new materials unless there is strong evidence to support a change. The program strives to teach techniques that are relatively independent of change in materials, with the result that students can apply the techniques to materials of their choosing once they are out of training. Budget restrictions will inevitably limit the number of new materials and equipment that can be brought into the program.

These supplies are for the use of the Graduate Prosthodontics program for coursework and patient treatment. Please check with the Clinic Manager or Program Director before loaning materials to students in other programs.

Requests for supplies or major items of equipment will need to be submitted through the Director to the Department Chair for possible purchase.

#### B. High Noble/Noble Alloys

Requests for all alloys are to be made on the Dental Gold Requisition Form. The student will ask the Clinic Supervisor for one of these numbered forms. Before being presented to a Grad Faculty member for a signature, the student will fill out the top part, including the patient's name and chart number, the date, the student's name, and the procedure number (CPT Code).

The student will take the request to obtain the alloy to the Program Director. Requests for alloys not normally stocked will need to be made through the Director. The student is responsible for the alloy once it has been received.

The student is responsible for determining the optimum amount of metal to be cast by weighing wax patterns and sprues and using specific gravity data. After the student and faculty member determine the weight of gold required, they will take the form back to the Clinic Supervisor, and she will dispense the gold.

Gold is dispensed with half of the weight in new gold and half in buttons. After the casting is done, the student will return the leftover buttons to the Clinic Supervisor. They will weigh the buttons, and the student will sign the Gold Inventory Book next to the recorded button weight.

Metal issued for one case cannot be used to cast a different case. Buttons must be returned after the case has been cast in the envelopes in which the metal was given to the student. Buttons will be turned in by the 1st of each month at the latest. A precious metal audit will take place on the 10th of each month.

When alloys are sent to outside labs, the amount of alloy must be recorded in the progress notes as well as on the Form.

Students must reconcile all their metal issues two weeks before graduating.

**C. Stationary, Photocopy and Audiovisual Supplies and Keys**

1. Each student is responsible for his/her own supplies. This includes stationery supplies, except for official correspondence through the Grad Pros Program Coordinator.
2. The student assigned to present articles from current literature is authorized to make copies of the literature reviews on the clinic copier. Students will also be permitted to make a copy for each faculty member attending the literature review seminar.
3. A set of keys and a Prox card will be issued to you when you enter the Program giving you access to the building, all necessary work areas. These keys are your responsibility and present a security risk if you lose them. They are to be returned to the Grad Pros Program Coordinator when you finish the Program.

## CHAPTER X

### SECRETARIAL SERVICES

- A. The program does not provide typing services for students, as we feel the proliferation of laptops and providing the students with computers in the clinic make this superfluous. However, the Program Coordinator may be available for help with editing and drafting letters to insurance companies.
- B. Patient contract letters will be approved by the graduate faculty member who is supervising that patient's care. The preferred method of developing the patient letter is to use the computer located in the B-4 clinic to draft the letter, using Word for Windows, and have that draft approved by the appropriate faculty. The draft letter should then be given to the Clinic Supervisor on a disk or flash drive to proof for form and spelling. The Clinic Supervisor will then print the letter on letterhead.
- C. Faxing. There is a fax machine in the Restorative Department (Room D770) for departmental and clinic business. The number is 206-543-7783. Please ask either the Program Coordinator or the staff in the D770 office for assistance.

### PHONE SERVICES

A UWATTS line is provided in the B-4 clinic for use by students and staff for **official calls only** (contacting patients and laboratories within the continental USA). **No other method of long distance calls is authorized.** The department receives a monthly print-out of all calls made and monitors them by caller using a turn-in slip provided by the Prosthodontic Dept. secretaries. Students, staff and faculty will use the phone report slips for all UWATTS calls.

## CHAPTER XI

### GRADUATE STUDENT RESEARCH

#### A. Purpose of Research

The purpose of the requirement for a research project is to provide training in research methodology. The results of the project can be presented as follows:

A manuscript suitable for publication in the Journal of Prosthetic Dentistry or other juried journals. The manuscript must adhere to the guidelines for publication in the journal to which it is submitted.

The project must lend itself to quantification and documentation of results. Development of a new clinical procedure without measurement of its effectiveness will not satisfy the requirement.

The manuscript must be in its completed form, ready for submission, before the warrant for the M.S.D. is signed.

#### B. Research Committee

The Graduate Prosthodontic Director, with input from the student, will select a preceptor from the members of the graduate faculty.

The Research Committee will be selected by your preceptor who will select faculty who can bring input into the research. The student may suggest faculty with whom he/she would like to work. The following guidelines should be kept in mind:

- At least one member of the Committee should come from outside the student's home department.
- Depending on the project, at least one member should be a research methodologist (e.g. biostatistician or epidemiologist), a basic scientist, or an experienced researcher, without necessarily having specific subject-matter expertise on the student's research topic.
- Consider expanding the committee to include a junior faculty member who can help to develop his/her mentoring skills through committee participation.
- Two or more of the above roles may sometimes be filled by the same faculty member.



**C. Timetable**

**Second Year**

*Summer Quarter*

**Selection of topic, advisor and committee members.**

*Winter Quarter*

**Proposal is complete and approved by advisor and committee members.**

*Spring Quarter*

**Data collection is initiated.**

**Third Year**

*Summer Quarter*

**Data collection continued**

*Fall Quarter*

**Data analyses complete and results reported**

*Spring Quarter*

**Final Examination (defense).  
Manuscript ready for publication**

**D. Deadlines**

1. Graduate students who expect to complete their requirements for degrees in Spring Quarter of the third year must make application for the degree at the Graduate School during the first two weeks of Spring Quarter (no later than the second Friday in the quarter). You must apply to graduate in the **FIRST TWO WEEKS OF THE QUARTER** regardless of which quarter in which you wish to graduate.
2. When the final examination on the research is completed and the application approved by the student's research committee, the warrant must be signed and the box "APPROVED FOR GRADUATION" checked. Return the warrant to the Program Coordinator and she will keep it on file and electronically signify to the Graduate School that you may graduate.

**E. Applications are good for two consecutive quarters only.** It is required that a graduate student be registered for at least 1 credit of RD 600 (Independent Research) in the quarter in which the requirements are completed.

**F. The filing of the application for the Master's Degree in the Graduate School is solely the responsibility of the graduate student.**

**G. Research Projects**

The student is free to select a project which is particularly interesting to him/her. This is usually best because the projects are so much work that there must be a high degree of interest going into it. If the student prefers, there are on-going projects conducted by the faculty in which there are opportunities for participation.

**H. Research Funding**

Students are encouraged to actively apply for external funding for his/her research projects. Possible funding sources include NIH/NIDCR, professional organizations (such as ACP, AAFP, AO, etc.), industry (such as dental material companies or dental implant companies), etc. If such effort is not successful, the research mentor should find ways to cover the cost. Program Director will decide whether the program can cover part/all of the cost of study if neither of the above succeeds.

## **I. Human Subjects**

1. Research involving human subjects, without exception, involves the signing of informed consent. A form must be designed for this purpose and approved by the Human Subjects Committee.
2. The safety of human subjects must be insured.
3. Projects which involve procedures not primarily of benefit to the patient or psychological testing must be approved by the Health Sciences Review Committee. These procedures are described in the University Handbook (which can be found online at: <http://www.washington.edu/faculty/facsenate/handbook/Volume4.html>) , Volume IV, part II.

## **J. Equipment or Materials Obtained on Grants**

Any materials or equipment which is purchased on a grant which was made to the University of Washington or to the student for his research at the University remains the property of the Graduate Program in Prosthodontics.

## **K. Conflict of Interest**

University and Dental School Policy on the broad topic of Conflict of Interest, especially as it relates to research activities, is covered in a document entitled "Report of the Research Advisory Committee of the School of Dentistry on Policies Concerning Misconduct in Sciences and Conflict of Interest Relating to Research and Research Funding" which is on file in the Prosthodontic Department Office.

Major topics of concern to the Graduate Prosthodontic Program have been extracted for your information:

- 1) University of Washington Administrative Policy Statements (at <http://www.washington.edu/admin/rules/APS/47.02.html>)

University facilities and equipment are to be used to support its teaching, research and administrative functions. Faculty and staff (and by inference, students) are not permitted to use University facilities and equipment for personal purposes or for activities from which they derive personal remuneration. This policy is extended to cover University stationery and other office supplies.

- 2) Research supported by commercial concerns:

Care must be exercised in developing Grad Pros research protocols when commercial concerns are approached for support, usually in the form of providing components for testing. Any contacts with commercial enterprises must come through the Director of Research or the Program Director.

3) Scientific Integrity: University rules

(Handbook, <http://www.washington.edu/faculty/facsenate/handbook/Volume4.html>) defines scientific and scholarly misconduct to include the following forms of inappropriate activities:

- A) Intentional misrepresentation of credentials
- B) Falsification of data
- C) Plagiarism
- D) Abuse of confidentiality
- E) Deliberate violation of regulations applicable to research.

Violation in any of these activities will initiate appropriate disciplinary or dismissal action in accordance with the University Student Conduct Code.

## **CHAPTER XII**

### **PUBLICATIONS**

#### **Guidelines for Publication of Research**

1. Faculty who assist you should be listed as secondary authors. Your preceptor is always listed as a secondary author, as well as any other faculty who have made a major contribution to your research.
2. The article should clearly acknowledge that the research was done in the Graduate Program in Prosthodontics, School of Dentistry, University of Washington. If another institution was involved in the research, this should also be clearly acknowledged.
3. Research projects will be prepared for publication before the M.S.D. warrant is signed and the degree awarded.

## CHAPTER XIII

### DEPARTMENTAL LIBRARY

The departmental library in D-683A is available for the graduate students during normal working hours (8 am to 5 pm). Please bear in mind that other departments also use the library as a conference room from time to time, so please check the posted schedule before entering. A complete set of Journals of Prosthetic Dentistry is available along with issues of the International Journal of Prosthodontics, the International Journal of Periodontics and Restorative Dentistry, and the International Journal of Oral and Maxillofacial Implants. Posted guidelines for use are to be followed without exception.

The books in our library are arranged by subject, and alphabetized by author within the subject, and have been assigned a call number to expedite the location of the book. Each person is responsible for reshelving the books and journals they use in the appropriate place. The journals are alphabetized by title, and are stacked in numerical order by issue number. Most of the journals we carry are bound once a year, and the bound issues are alphabetized by title, except where space was an issue, and then have been placed in appropriate places in the library. Books or journals are not to be removed from the Departmental Library except for the time it takes to make a copy.

The Health Sciences Library is also available for your use in checking out books. Many of the books and journals in our library are also found in the Health Sciences Library, if there is a need to copy them or check them out.

**PubMed** is free when accessed from a University computer, or if you log in through the University library website.

## CHAPTER XIV

### DEPARTMENTAL MEETINGS AND CONTINUING EDUCATION COURSES

#### A. **Program Meetings**

Students will attend weekly meetings, Mondays at 9:30 AM (Summer Quarter) or 10:00 AM (Autumn, Winter, and Spring) in the D-683A library. Clinic staff will also attend these meetings.

#### B. **Continuing Education Courses**

If space is available, students must attend all Continuing Education Courses presented by Prosthodontic Faculty under the University of Washington Continuing Dental Education Program. Much can be gained, not only from the material presented, but also the student will have an opportunity to learn how to present this type of course. All students must register with Continuing Dental Education for these courses, and may be required to assist CDE in presenting the course.

Graduate students are allowed to attend other Continuing Education Courses at the Dental School. Lecture courses are often without charge but participation courses will require a course fee which may be at a small discount. Permission to attend other courses must be obtained from the Program Director. Again, the student must register with CDE for the course.

Frequently CDE courses outside the University of Washington's Continuing Dental Education program will offer free or discounted registrations to the Graduate Prosthodontic Students. The Director and Program Coordinator will inform you of these opportunities, as well as passing on a list of those who wish to attend on to the organizers.

**CHAPTER XV**  
**CLINICAL TEACHING**

Each student will teach one quarter in the Pre-Doctoral student clinics, during their second year in the program, and also during their third year in the program. At the beginning of the year, the Director will assign you to a quarter, and the Pre-Doctoral Clinic Manager will assign you a day and time. You will be trained ahead of time on how to supervise the Pre-Doctoral students, grade, and assist them.

## CHAPTER XVI

### OUTCOME ASSESSMENT

Educational institutions are expected to utilize an outcome assessment mechanism to continually monitor the goals and objectives of their programs. The Graduate Prosthodontic Program evaluates its effectiveness in the following ways, all of which need viable student input in order to make them successful:

1. Post-testing: at the end of the program, as a part of the awarding of a degree/certificate, the student is asked to retake the lengthy multiple choice examination (patterned after the American Board of Prosthodontics exam) which they took as part of the interview and selection process before they were accepted in the program. This pre/post testing is designed to highlight areas of strength and weakness in the program for possible revision. *If the student has taken and passed the American Board of Prosthodontics exam, this requirement will be waived.*
2. Exit interview: as a part of program completion, a patient review is made with the director in which all assigned patients are reviewed and decisions made as to their disposition and subsequent follow-up care. As a part of this patient review process, the director and the faculty encourage a frank and open discussion of the program in light of the experiences the student expected from the program and what they actually received.
3. The program conducts periodic sampling of the actual clinical practice of the graduates on a voluntary basis. This is done with a form sent out to all graduates of the program since it was combined requesting a description of their practice and comments on those areas in which their education prepared them well and those in which improvements could be made.

The results of these three modalities are used by the faculty to modify the program as the clinical practice of prosthodontics changes.



## Appendices

### Appendix A: Student Progress

Students in the Graduate Specialty Program in Prosthodontics are in a program accredited by the Commission on Dental Accreditation (CODA). The Prosthodontics certificate awarded by the School of Dentistry meets the CODA guidelines for a specialty designation, which is a requirement to practice as a specialist in Prosthodontics in Washington State (WAC 246-817-420). CODA requires that the School (through the program director) have the authority, responsibility and privileges necessary to manage the program.

Because the University of Washington's Graduate Specialty Program in Prosthodontics also has a research component, students are also considered graduate students enrolled in the graduate school for the purpose of formalizing their research endeavors as part of their specialty training.

Students enrolled in the Graduate Specialty Program in Prosthodontics are expected to meet the following academic standards and requirements:

- adhere to the Principles of Ethics and Code of Professional Conduct of the School of Dentistry ( <http://www.dental.washington.edu/education/pdfs/ethics.pdf> )
- maintain an overall GPA of 3.0;
- adhere to the Department of Prosthodontics requirements expressed in this Syllabus;
- meet ethical and professional standards, as described by the "American Dental Association's Principles of Ethics and Code of Professional Conduct" ([http://www.ada.org/prof/prac/law/code/ada\\_code.pdf](http://www.ada.org/prof/prac/law/code/ada_code.pdf));
- make satisfactory progress in the curriculum, as determined by their performance in formal coursework, seminars and clinics.

The Program Director will determine if a student does not comply with any of these standards and requirements, and may consult with the faculty in making this determination. Depending on the nature of the noncompliance issue, the student may be placed on probation, and will be informed of the terms of the probation. If the student does not satisfactorily complete the probation, the Program Director, after consultation with the faculty, may dismiss the student. In more serious violations, dismissal of a student may occur without the benefit of a probationary period.

The Department of Prosthodontics will use the following procedure for addressing noncompliance issues that may result in actions up to and including dismissal:

1. The UW School of Dentistry Associate Dean for Academic Affairs, department chair, and student shall be informed of the suspected violation
2. The department will begin disciplinary proceedings by holding a meeting consisting of departmental faculty and the student, the purpose of which is to review the nature of the purported violation and to allow the student to respond.
3. Based upon information obtained at the informal meeting, the department will make a recommendation to the Program Director regarding any action to be taken in response to the

purported violation. Options include no action, formal warning, probation, or dismissal from the program.

4. Upon official notification of the Department's decision, the student will have two weeks time to request a formal appeal of the decision. This request should be in the form of a letter to the Dean of the UW School of Dentistry. Upon receipt of this request, the Dean will appoint an appeal board. The Associate Dean for Academic Affairs will chair the appeal board, with additional members appointed from the faculty of the School based on their knowledge and experience in the area of the purported violation. The board may concur with the departmental recommendation, or suggest revisions. If the department accepts the appeal board recommendation, and the student does as well, then the matter is concluded. If the department and/or the student does not accept the appeal board recommendation, the matter will be referred to the Dean, who has final authority. The school will make every effort to resolve this issue within one month.

Specialty Students have certain rights and responsibilities under policies set forth by the Graduate School, and are referred to the University of Washington Handbook, Volume 3: The Students, Part III, Chapter 1: The Student Conduct Code, and Part IV, Chapter 1: Academic Grievance Procedures.

**(<http://www.washington.edu/faculty/facsenate/handbook/Volume3.html>)**

Graduate Specialty students are also advised that CODA will review complaints that relate to compliance of the Program with the accreditation standards. CODA is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. A copy of the appropriate accreditation standards and/or CODA's policy and procedure for submission of complaints may be obtained by contacting the CODA at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653, or visit the ADA web site at: **<http://www.ada.org/prof/ed/accred/complaint.html>**.

**PLEASE SIGN AND DATE THE FOLLOWING LETTER, AND RETURN IT TO THE PROGRAM COORDINATOR BEFORE JULY 1ST:**

I, the undersigned, state that I received this syllabus on my inception to the Graduate Prosthodontics program at the University of Washington, and I recognize that I am responsible for reading the material herein.

I also recognize that should I have any questions on the policies and procedures of the Graduate Prosthodontics Program, that it is my responsibility to ask the Director or Program Coordinator for clarification.

This letter will be retained in your student file in the Graduate Prosthodontics office. The Director or Program Coordinator will be more than happy to clarify any points for you, or to explain any policy which you find to be unclear.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_