

SOP

DEPARTMENT OF ORAL MEDICINE &
RADIOLOGY

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MAEER PUNE'S
**MAHARASHTRA INSTITUTE OF DENTAL
 SCIENCES & RESEARCH (DENTAL COLLEGE)**



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STANDARD OPERATING PROCEDURE

Oral Medicine

Oral Medicine is a dental specialty that bridges the traditional areas of health between Dentistry and Medicine. It is concerned with disorders of the oral and facial region, including orofacial manifestations of systemic diseases. The specialists of this field are empowered to provide care to patients with a wide variety of orofacial conditions, including oral mucosal diseases, orofacial pain syndromes, TM joint disorders, salivary gland disorders, and oral manifestations of systemic diseases. Oral cancer screening and relevant investigations are carried out. The Oral Medicine section is also involved in teaching and research involving orofacial diseases; systemic and behavioral disorders that impact oral health.

This SOP is prepared on 8th January 2020. The procedure mentioned in this SOP is followed since Inception of the college.

Procedures:

Sr. No.	Responsibility	Activity	Reference document
1	Peon	<ul style="list-style-type: none"> • Opens Department at 8.30 am • Cleaning all department chairs & dental chairs and department floor. • After getting registered at the registration counter the patient hands over his/her case paper at the department (Oral Medicine) registration counter. 	Patient's Case paper
2	Sister (Staff Nurse)	The nurse enters the patients details in a OPD register (which includes the patient's registration number, name, age, sex, list of departments referred to for further treatment, and examining doctor's name)	OPD Register (New)

3	Staff Nurse, Department Attendant	<p>Patient calling system:</p> <ul style="list-style-type: none"> • Department attendant is stationed at the entrance of the department to manage the crowd. • The patient sits and waits outside the department for his / her turn. • The patient is called by the Attendant as per his /her turn on the basis of “first come first examine”. • Priority patients: Senior citizens, disabled individuals and medically compromised patients are segregated and attended on priority basis. 	
4	Staff Nurse, Department Attendant	<ul style="list-style-type: none"> • Preparation of the dental chair for the patient: Sterile kidney tray carrying the instruments for dental examination is kept by the staff nurse on the trolley. • The back rest of the dental chair is in upright position and the height of the chair is kept as low as possible to make it easy for the patient to sit. • The stool for the doctor is kept on the right side of the patient. 	
5	Department Attendant	<ul style="list-style-type: none"> • Transportation of Instruments in rigid stainless-steel Containers from OPD To Department’s sterilization room in three sessions at 11 Am, 1pm & 5pm. <p>A. Manual cleaning using tap water, brush / scrub and detergent solution in stainless steel container B. Chemical cleaning solutions (Savlon).</p>	
6	Staff Nurse	<ul style="list-style-type: none"> • Packaging and wrapping of instruments in green pouch. • Sterilization of instruments using autoclave (121° C At 15 Psi For 25 To 30 Minute) • Transportation and submission of sterilized pouches from point of sterilization • Documentation in sterilization maintenance record register is done 	
7	Staff Nurse/ Department Attendant	<ul style="list-style-type: none"> • Receiving the patient in the clinic: The patient is guided to sit on the dental chair. • Child patients are asked to be accompanied by their parents / guardians, while disabled / very senior citizens are allowed to be accompanied by their relatives. 	

8	Teaching staff along with Intern, Third and final year students	<ul style="list-style-type: none"> • In case of complaint of pain, details including site, onset, severity, radiation, time course, aggravating factors, relieving factors and associated symptoms are asked as required. • History Taking: The history including the chief complaint, history of main presenting complaint, past medical & dental history, family history, occupational history, habits like smoking & alcohol, allergies, drugs and other treatment history are noted on the case paper. • The referral documents / other treatment related documents, if any, provided by the patient is noted. • The relevant history is noted on the patient's case paper. 	Patient's Case Paper
9	Teaching staff along with Intern, Third and final year students	<ul style="list-style-type: none"> • Patient Examination: The patient is examined using disposable gloves and mouth mask • Extra-oral examination is carried out for the Temporomandibular joint, salivary glands, muscles of mastication and lymph nodes, as per the case indications. • The patient is carefully examined intra-orally using a mouth mirror & explorer. The findings are noted down on the patient's case paper • Diagnosis: Based on data gathered by the History and Examination, provisional and differential diagnosis is given on the basis of the collected information. 	Patient's Case Paper
10	Teaching staff	<ul style="list-style-type: none"> • Investigation: In case laboratory/ radiology investigations are required to be performed. • Dento-maxillofacial Radiographs: Referred to Department of oral Radiology 	Patient's Case Paper
11	Teaching staff along with Intern, Third and final year students	<ul style="list-style-type: none"> • Treatment Plan: Treatment plan is prepared. Emergency and elective treatments are advised accordingly depending on the chief complaint. • For Emergency treatment procedures patient is referred to respective department: • For Elective procedures patient is referred to respective department as per the following order: • Dept. No. 2: Management of Oro-facial pain; precancerous and oro-mucosal lesions, 	

		<p>Salivary gland infections, TMJ disorders, Oral manifestations in geriatric and medically compromised patients.</p> <ul style="list-style-type: none"> • Special Cases: Cases of Oral cancer, pre-cancerous lesions, Oro-facial pain, Temporomandibular Joint Disorders, Vesiculo-bullous lesions, Ulcerative lesions, Salivary gland diseases, trauma cases Cysts and Tumors are examined in the department. • Oral Cancer: Thorough patient evaluation is done; detailed case history, clinical and radiographic examination is carried out following which the required investigations are requested or performed. • After arriving at a provisional diagnosis, the patient is referred to Department of Oral Surgery for further management. • All Cases of Oral Cancer are entered in the special case register. • Temporomandibular Joint Disorders: Detailed clinical and radiographic examination is carried out. Prescription for pain management is given which includes analgesic and muscle relaxants. Depending on the diagnosis a treatment plan is formulated and referred to department of oral surgery. • Oro-facial pain: Detailed history of pain is recorded. Patient is clinically evaluated and examination is carried out. After arriving at a Provisional Diagnosis, necessary investigations are advised and prescription is given for the pain management. Medical consultation is taken if indicated. • Vesiculo-bullous / Ulcerative lesions /Oral manifestations in geriatric and medically compromised patients: Patients are evaluated, detailed case history and examination is performed. Clinical photographs are obtained in necessary patients. Investigations are advised and treatment plan is formulated based on the provisional / final diagnosis. 	
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		<ul style="list-style-type: none"> • Pre-cancerous lesions: Patients are evaluated, detailed case history and examination is performed. Clinical photographs are obtained in necessary patients. Required investigations are advised and treatment plan is formulated based on the diagnosis. • Dept. No. 3: All Intraoral and extra oral radiological procedures are carried out such as IOPA, Occlusal radiography, OPG, Lateral Cephalogram, skull views, TMJ views, Hand Wrist Radiograph • Dept. No. 4: Hematological investigations like CBC, HBsAg, urea, serum creatinine, Total Bilirubin, direct Bilirubin, PRF, BSL, BT/CT, cytology, processing and evaluation of biopsy specimens • Dept. No. 5: Extractions, Biopsy, Minor and major surgical procedures, Implant placement • Dept. No. 6: For treatment of Pediatric patients till the age of 14 years. Oral prophylaxis, extractions, restorations, pulpectomy, pulpotomy, roots canal treatment and space maintainers. Clinic for patients with special needs - Special needs and physically handicapped patients. • Dept. no. 7: All Orthodontic treatments • Dept. No. 8: Complete/ Partial Dentures, Fixed Dental Prosthesis, Full mouth rehabilitation, ophthalmic, ear prosthesis. Prosthetic rehabilitation in surgical defects Implants. • Dept. No. 9: Restorations, Root canal treatment, Bleaching and Aesthetic procedures, endodontic treatments. • Dept. No.10: Oral prophylaxis (Scaling and root planning), Gingival and periodontal surgeries, implants, Management of periimplantitis. • Dept No.11: Treatment of camp patients (Oral prophylaxis, restorations). • Specialty clinic for health card patients and VIP patients: All emergency treatments 	
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		<p>including extractions, root canal opening procedures, denture repair and adjustments, orthodontic treatment.</p> <ul style="list-style-type: none"> • Tobacco cessation center: Tobacco Cessation counseling 	
		<ul style="list-style-type: none"> • Teaching staff supervises the Case Histories and countersigns the work done by Third year and final year students on the Case paper of the patient. • Any prescriptions given are countersigned by the teaching staff 	
	Teaching staff	<ul style="list-style-type: none"> • Follow up for special cases: • Special Cases where follow up visit is required, the same is mentioned in the case paper and the patients are informed by the doctor about the date and time for the next follow up visit. 	
	Clerk, Staff Nurse	<ul style="list-style-type: none"> • Entries of the patients details in a Pappyjoe software (which includes the patient's registration number, name, age, sex, chief complaint, investigation, list of departments referred to for further treatment, and examining doctor's name) 	
	Staff Nurse, Attendant on duty	<ul style="list-style-type: none"> • Sterilization: • During the day, instruments are washed after each use. • All the Dental chairs are raised at height 	

MAINTENANCE OF DENTAL CHAIRS & EQUIPMENT

1. Purpose:

- To ensure that the dental chairs and other equipment in the department are functional and thus facilitate smooth functioning of the department.

2. Scope:

- It involves all dental chairs and equipment used during treatment in the department.

3. Responsibility:

- The teaching staff and staff nurse maintain all the essential equipment and prepare condemnation list when asked for by the principal office.
- The staff nurses and teaching staff are responsible for checking the functioning of the dental chairs and equipment.

Standard Procedure:

Sr. No.	Activity	Responsibility	Reference document
1	Preventive measures: <ul style="list-style-type: none"> • Dental Chair: All the dental chairs are periodically checked by the maintenance department 	Staff Nurse, Chair technician	
2	Non-functional dental chair/equipment: <ul style="list-style-type: none"> • All Dental Chairs and Equipment are adequately numbered and records are maintained. • A complaint is made to the Maintenance department on Maintenance department complaint letter mentioning date & time and the same record is maintained by the maintenance department • The Maintenance dept. staff checks the equipment or dental chair and either repairs it or gives a report if some part needs to be ordered / or if it cannot be 	Staff Nurse, Chair Technician in Maintenance department	Maintenance Register

	repaired by the Maintenance department • A letter is made to the principal's office for further necessary action		
3	Condemnation list of all non-functional and non-repairable equipment and furniture is prepared, whenever asked for, by the administrative office.	Staff nurse & counter checked by teaching staff.	Condemnation list file, Maintenance Register

No.	Activity	Responsibility	Reference document
1	The nurse maintains a record of the dental chair and periodically checks the maintenance of the chair.	Staff Nurse / Dentist	
2	All dental chairs and equipment are adequately maintained and records are maintained.	Staff Nurse / Dentist	
3	A complaint is made to the Maintenance department on a given date.	Maintenance department	Maintenance Register
4	The Maintenance department checks the equipment or dental chair and other parts to be repaired or if it cannot be repaired.	Maintenance department	

STOCK MAINTENANCE

1. Purpose:

- To ensure that there is sufficient consumable material and thus facilitate patient treatment procedures.

2. Scope:

- It involves all basic essential equipment and consumable dental material required during treatment and Investigation.

3. Responsibility:

- The staff nurses are responsible for keeping a track of the stock of consumable materials, supervised by Head of Department.

Standard Procedure

3-months prior requirement is given and the materials maintained in dental store and indented as per the need

Sr.No.	Activity	Responsibility	Reference document/record
1	Check the stock of consumable materials every week	Staff Nurse under the supervision of a senior teaching staff	Consumable Stock register
2	Indenting the required material from the dentalstore of the hospital on a weekly basis. <ul style="list-style-type: none"> • The staff nurse prepares the indent list which is checked and signed by HOD. • First in and first out inventory management procedure is employed. 	Staff Nurse & HOD	Consumable Stock register



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STANDARD OPERATING PROCEDURE

ORAL RADIOLOGY

“Look well to the spine for the cause of disease”

– Hippocrates

Oral and Maxillofacial Radiology is a specialty concerned with diagnostic imaging for dental, craniofacial and adjacent structures. All aspects of oral Radiology including radiation physics, radiation biology, radiation safety, radiographic technique, patho-physiology of disease and interpretation of diagnostic images is concentrated on.

The department is equipped with 2 IOPA X-ray machines and 1 Panoramic X-ray machine for extra oral radiography.

This SOP is prepared on 8th January 2020. The procedure mentioned in this SOP is followed since inception of the college.

Purpose: The preferred X-ray investigation as per the need of the patient is performed for proper diagnosis and treatment.

Scope: All patients who are in need of diagnosis and treatment.

Goals: To diagnose or treat patients by recording images of the internal image of tooth and jaw.

Personnel:

- Attendant
- X-ray Technicians
- Sister Nurse
- Teaching staff

Duties of personnels:

Sr. No.	Responsibility	Activity	Reference Document
1	Attendant	<ul style="list-style-type: none"> • Open Oral Radiology Department at 8.30am. • Put on the lights, fans, UPS and air conditioner. 	
		<ul style="list-style-type: none"> • Daily cleaning of Oral Radiology department and mopping of floor. 	
		<ul style="list-style-type: none"> ▪ Cleaning of master tank platform and filling with water. ▪ The entire platform surrounding master tank, sinks and dental chair spittoons are cleaned. The radiographic waste is taken out of the bins. ▪ Transportation of sterilized Instruments from oral medicine Department's sterilization room to radiology room. ▪ The hangers, holders and bins are kept in respective places for easy accessibility. ▪ IOPA film holders are dipped in disinfecting solution before being used. ▪ The x rays are dispatched to patients. ▪ While closing the Oral Radiology department at 5pm attendant make sures UPS, fans, lights are put off and the door is locked after ensuring no staff or Student is left inside the department. 	
2	X-ray Technicians	<ul style="list-style-type: none"> ▪ The patient details including date, OPD no., patient name, tooth no, type of view taken, amount paid with receipt no. are entered in Oral Radiology Department's x-ray register. ▪ Exposure of the IOPAR films, OPG. ▪ The films are processed. ▪ Daily statistics is prepared by x ray technicians after finishing all patients. 	
3	Sister (Staff Nurse)	<ul style="list-style-type: none"> • All Packaging and Wrapping of Instruments (mouth mirror, probe and tweezer) in green pouch. 	

		<ul style="list-style-type: none"> • Sterilization of Instruments using Autoclave(121° C At 15 Psi For 25 To 30 Minute) • Transportation and Submission of Sterilized Pouch's from Point of Sterilization to Oral Radiology dept's exposure room. <ul style="list-style-type: none"> ▪ Documentation in Sterilization Maintenance Record Register 	
4	A teaching staff	<ul style="list-style-type: none"> ▪ Monitors all work done properly ▪ Interpretation of x-rays. 	

Sterilization:

Diagnostic instruments like mouth mirror, probe and film hangers are washed and autoclaving done twice or thrice a day as per the need.

❖ Precautions for pregnant patient:

Following precautions are taken for pregnant patient:

- In second trimester, pregnant patient may undergo radiographic procedure.
- For the patient safety lead apron and thyroid collar are used while taking radiographs

INTRA ORAL RADIOGRAPHY

1. The patient details are entered in X-ray department register by Technicians.
X-ray register details include date, patient name, tooth number, type of view taken and number of X-rays required and receipt no.
2. The IOPA film packet is marked with patient details and tooth number.
3. **Patient Calling System:** Patient is seated outside the department and waits for his/her turn. The patients are called turn wise as per the sequence.
4. **Some patients are given priority:** Patients on wheel chair, severely handicapped individuals and Senior citizens who are severely compromised on health.
5. The dental chair is arbitrarily arranged with straight back rest and occlusal plain parallel to the floor. A sterile tray with mouth mirror and probe packed in green pouches are kept for gross examination of the patient by the technicians. The height of the chair is kept low to allow easy movement of the patient.
6. As the patient enters the clinic, the patient is guided to sit on the dental chair. The dental chair is adjusted accurately once patient is seated. The priority patients (as mentioned above) and Pediatric patient are allowed to be accompanied by relatives/parents respectively.
7. The patient is also asked to wear lead apron before exposure.
8. Gross interaction with patient regarding name, chief complaint is asked for. The patient is examined briefly using disposable gloves and mouth mask. The oral cavity is examined using mouth mirror and explorer and confirmed tooth number and then exposed radiograph.
9. After exposure, radiographs are being processed by technicians.

EXTRA-ORAL RADIOGRAPHS

1. The patient details are entered in X-ray department register by Technicians.
X-ray register details include date, patients name and type of x-rays required and receipt no. with payment done by patient.
2. **Patient Calling System:** Patient is seated outside the department and waits for his/her turn. The patients are called turn wise as per the sequence.
3. Patients are explained about proper positioning and events to follow for proper X-ray technique.
4. Patients are made to wear Lead apron for safety of patient.
5. The Panoramic machine is arbitrarily arranged and patient explained to take position for hand, legs, back and proper orientation of patients head as needed for x-ray and bite on bite block for dentulous patient and exposure is made
6. Once the x-ray is displayed on computer screen and is approved, patients are released from the position and asked them to throw plastic sleeves covered on bite block into the dust bin and patients are asked to wait in waiting area for the print.
7. The Technician prints the X-ray and Staff present in Oral Radiology approves the x-ray and interpret the x-rays.
8. The x-ray technician will hand over the x-ray to patient or the accompanying person with the patient.

MAINTENANCE OF DENTAL CHAIRS & EQUIPMENT

1. Purpose:

- To ensure that there's adequate consumable material and the functional dental chairs in the department and thus facilitate smooth functioning of the department.

2. Scope:

- It involves all the essential equipment and consumable material supply in the department.

3. Responsibility:

- The Consultant and staff nurse maintain all the essential equipment and prepare condemnation list when asked for by the principal office.
- The staff nurses and consultants are responsible for checking the functioning of the dental chairs and equipment.

Standard Procedure:

Sr. No.	Activity	Responsibility	Reference document
1	Preventive measures: <ul style="list-style-type: none"> • Dental Chair: All the dental chairs are periodically checked by the maintenance department • OPG, IOPAR machines are under regular maintenance. 	Staff Nurse, Radiology technician, Chair technician	
2	Non-functional dental chair/ equipment: <ul style="list-style-type: none"> • All Dental Chairs and Equipment are adequately numbered and records are maintained. • A complaint is made to the Maintenance department with complaint letter mentioning date & time. • The Maintenance dept. staff checks the equipment or dental chair and either repairs it or gives a report if some part needs to be ordered / or if it cannot be repaired by the Maintenance department • A letter is made to the principal's office for further necessary action 	Staff Nurse, Chair Technician in Maintenance Department	Repair Activity book for IOPA and OPG Maintenance Register
3	Condemnation list of all non-functional and non-repairable equipment and furniture is prepared, whenever asked for, by the administrative office.	Staff nurse & counter checked by consultant.	Condemnation list file Maintenance Register

<p>4.</p>	<p>Quality assurance test for diagnostic x-ray equipment is carried out once in 2 years.</p> <ul style="list-style-type: none"> • A request letter is made to store department through Principal Sir for quality assurance of machine. • Store department taken necessary action for the same • AERB authorized agency staff check the machine for quality assurance. • After stipulated time period AERB authorized agency send radiation safety performance test report. 	<p>Radiology technician, AERB authorized agency agent</p>	
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<p>Request document</p>	<p>Responsible person</p>	<p>Quality assurance test for diagnostic x-ray equipment is carried out once in 2 years.</p>
<p>Request letter for X-ray and X-ray technician</p>	<p>Principal Sir</p>	<p>Request letter is made to store department through Principal Sir for quality assurance of machine.</p>
<p>Request letter for X-ray technician</p>	<p>Principal Sir</p>	<p>Request letter is made to store department through Principal Sir for quality assurance of machine.</p>

STOCK MAINTENANCE

1) Purpose:

- To ensure that there is sufficient consumable material and thus facilitate patient treatment procedures.

2) Scope:

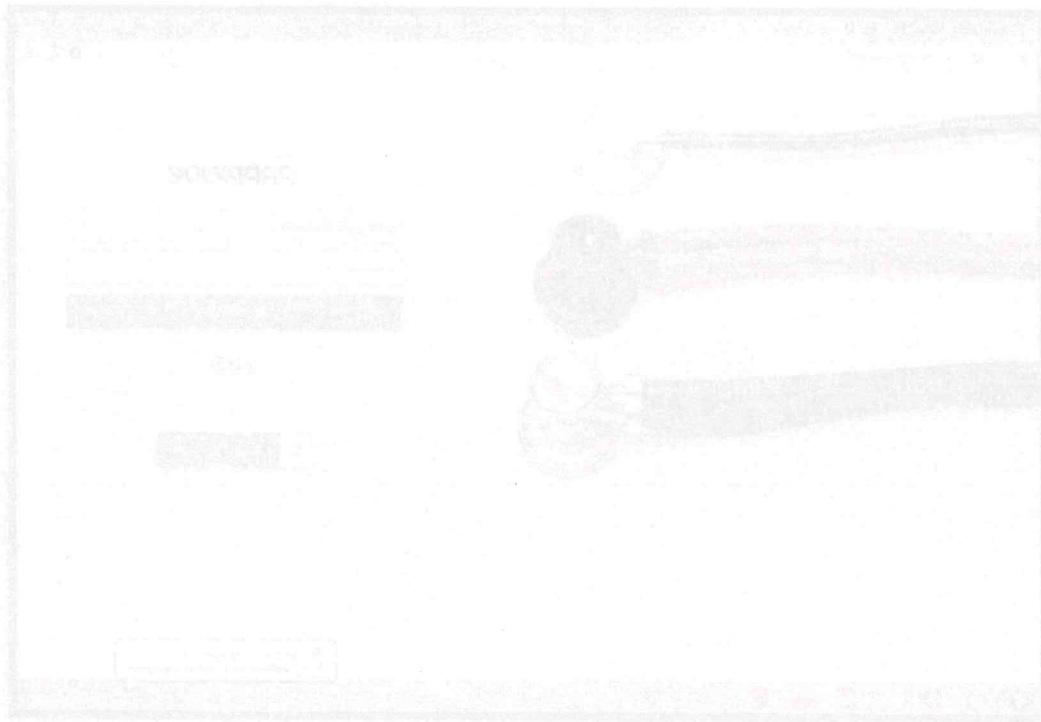
- It involves all basic essential equipment and consumable dental material required during treatment and Investigation.

3) Responsibility:

- The staff nurses are responsible for keeping a track of the stock of consumable materials, supervised by Head of Department.

4) Standard Procedure:

- **Indenting:** 3 months requirement is given and the required material is stored in the store department
- Staff Nurse under the supervision of a senior consultant checks the stock of consumable materials once every 15 days.
- Indenting the required material from the dental store of the hospital on a weekly basis.
- The staff nurse prepares the indent list which is checked and signed by HOD.
- First in and first out inventory management procedure is employed.





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STANDARD OPERATING PROCEDURE

DEPARTMENT OF ORAL MEDICINE

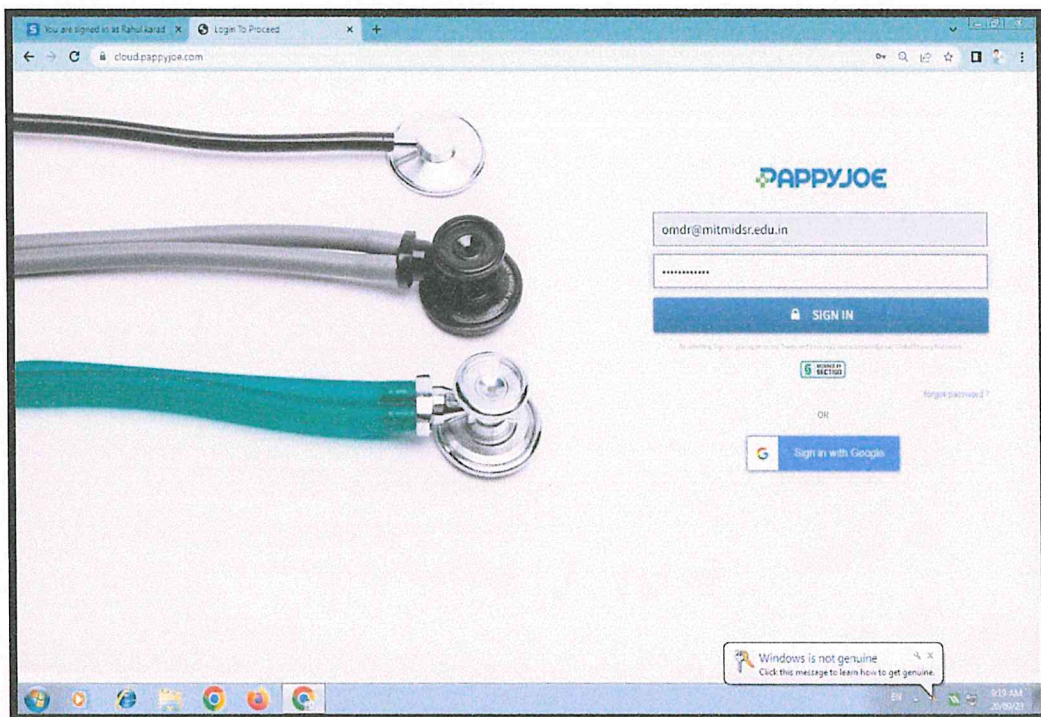
SOFTWARE

“There is no alternative to digital transformation. Visionary companies will carve out new strategic options for themselves – those that don’t adapt will fail”

- Jeff Bezos

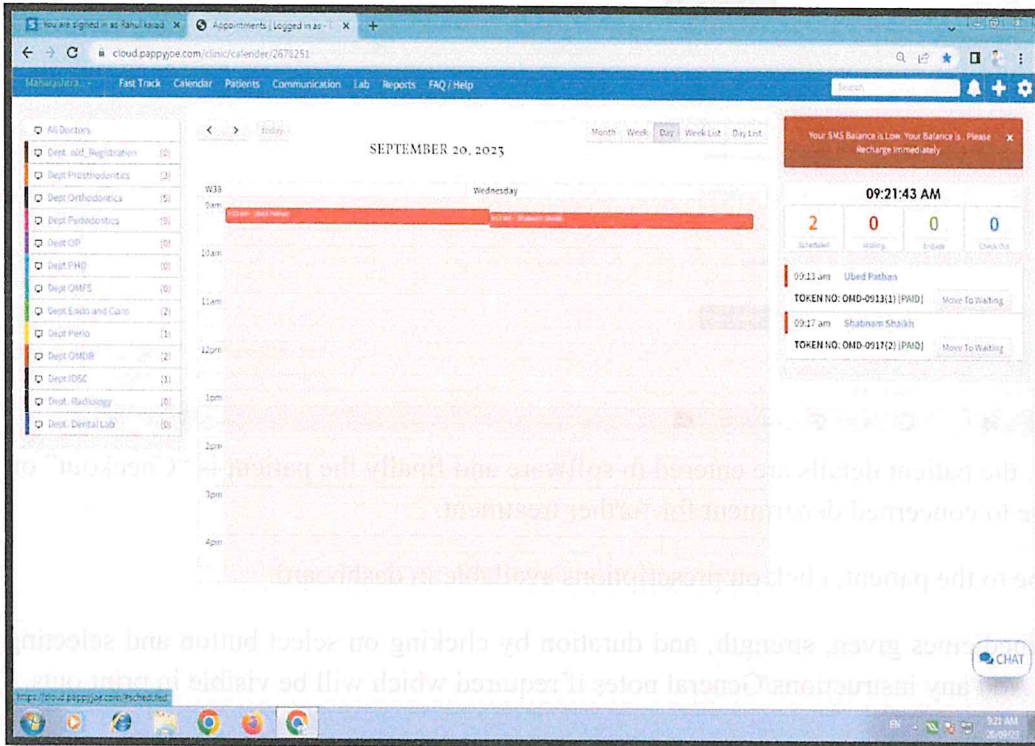
The motto for digitization is “Power to Empower”. The 3 core components to digitization are digital infrastructure creation, digital delivery of services and digital literacy.

At Maharashtra Institute of Dental Sciences & Research (Dental College), Latur. The case paper details are entered in Software.



The software is Pappyjoe software. The Username & Password is entered to initiate working on software.

The following details are displayed after login



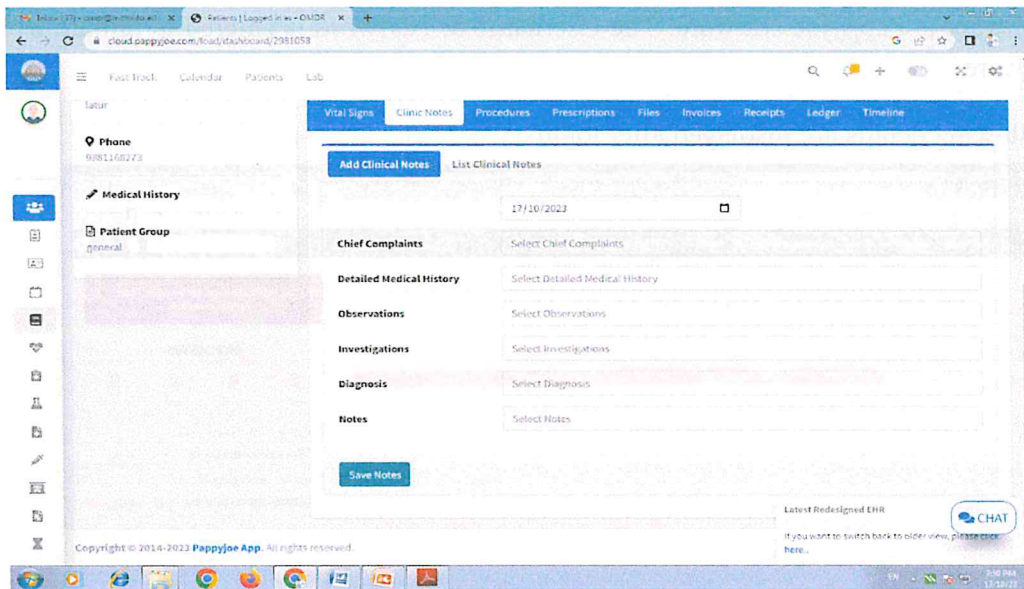
Now click on 'Calendar' seen on top of the screen, and then click on "Dept. OMDR" on the right side of the screen and check "Scheduled" Column of left side of the screen. The patients are scheduled from Registration counter to Oral Medicine Department has shown in the above image.

The patient waits in the department lobby until called for OPD, and is put in waiting category in the software. The patient is called in Department for OPD. The time taken for OPD is mentioned as "Engage" on software.

The following details are mentioned in clinical notes:

Chief Complaint, Detailed Medical History, Observation, Investigations, Diagnosis and Notes and then Click on Save Notes button.



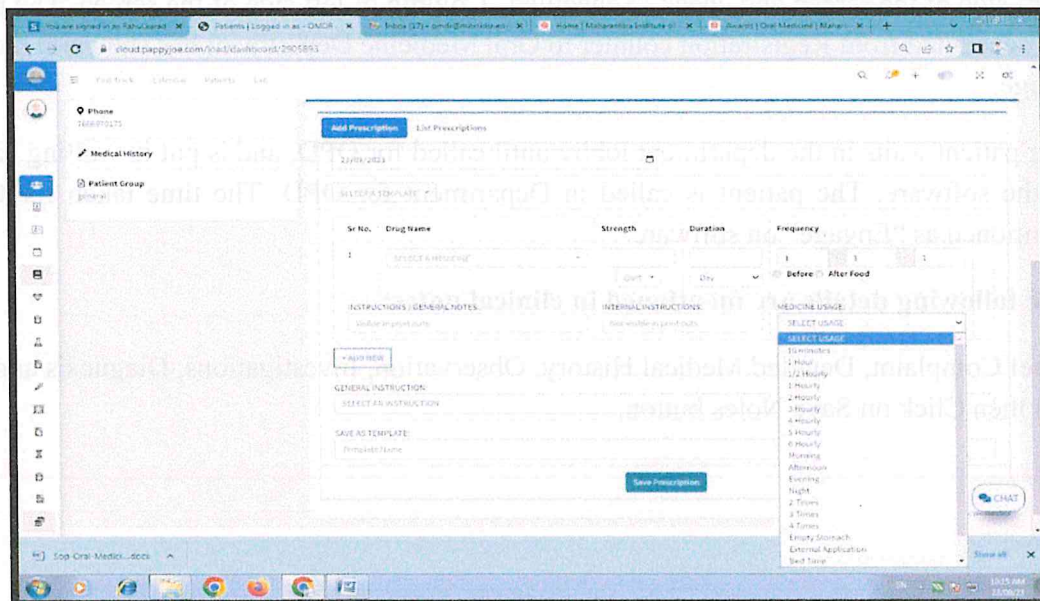


After OPD, the patient details are entered in software and finally the patient is “Checkout” on the software to concerned department for further treatment.

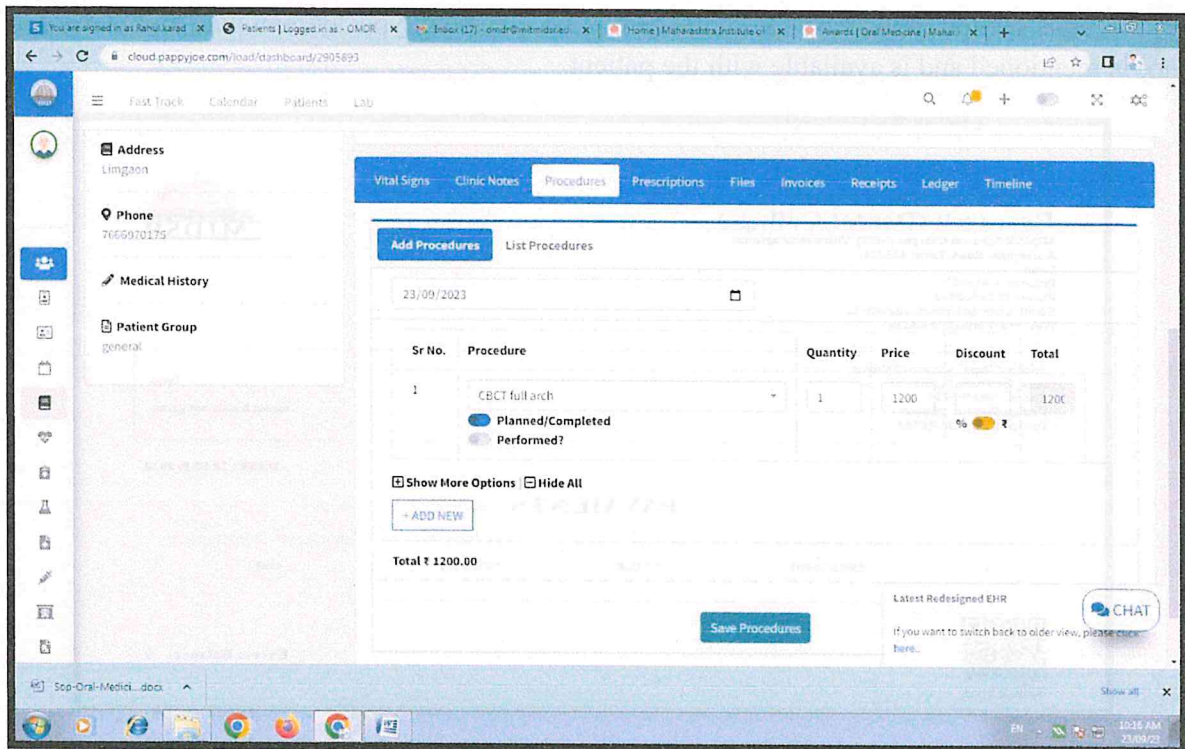
To prescribe to the patient, click on prescriptions available in dashboard.

Select the medicines given, strength, and duration by clicking on select button and selecting frequency. Add any instructions/General notes if required which will be visible in print outs.

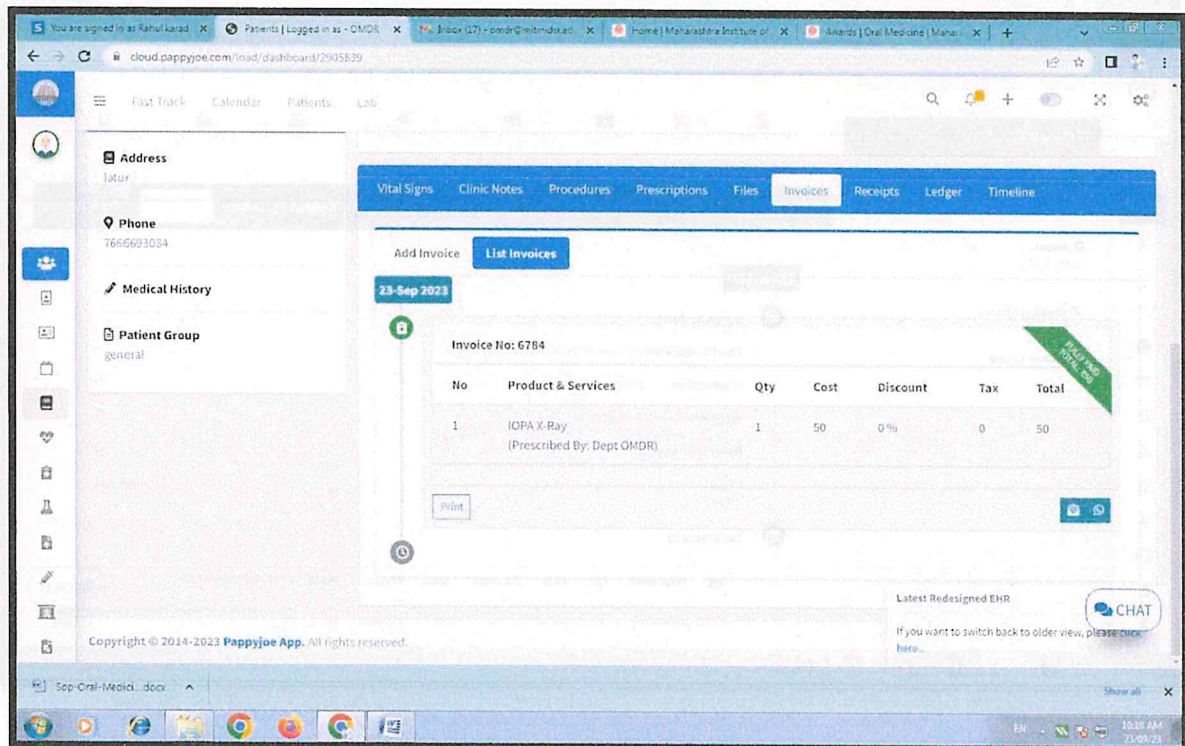
The internal instructions mentioned will not be visible in printouts. Select the medicinal usage by using the drop down button and then save prescription.



To advise an X-ray, click on Procedures in the dashboard and “select a treatment” option for IOPA, RVG, CBCT, OPG, etc. Click on quantity required, discount if availed and total list display on the screen and then click on save the procedure.




The technician checks for “List Invoices”. The invoice number and services required with quantity and other items are displayed on the screen.



In Receipts section of the dashboard, the receipt no, payment type, amount paid and invoice no. is mentioned and is available with the patient.

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 Latur
 Pincode :- 413512
 Phone: 9921600470
 Email: principal@mitmidr.edu.in
 Web: www.mitmidr.edu.in




Patient Name: Ashwini Salunke
 Age: 24 Years, Female
 Phone: 7666693084
 Patient File No: 288466
 Patient ID: MIDSR8563

DATE: 23 SEP, 2023

PAYMENTS

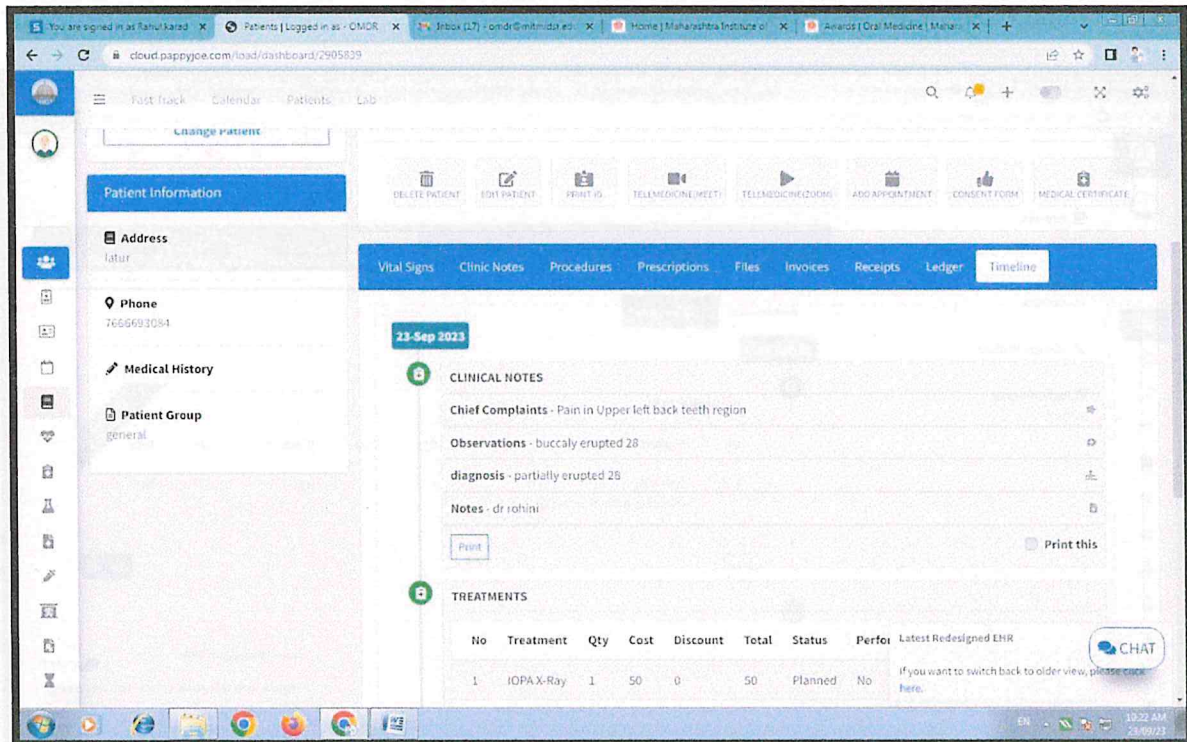
SL.NO.	RECEIPT NO.	AMOUNT PAID	INVOICES	MODE OF PAYMENT
1	RECPT6701	50 INR	INV 6784	cash



Scan & Print

Excess Balance: 0

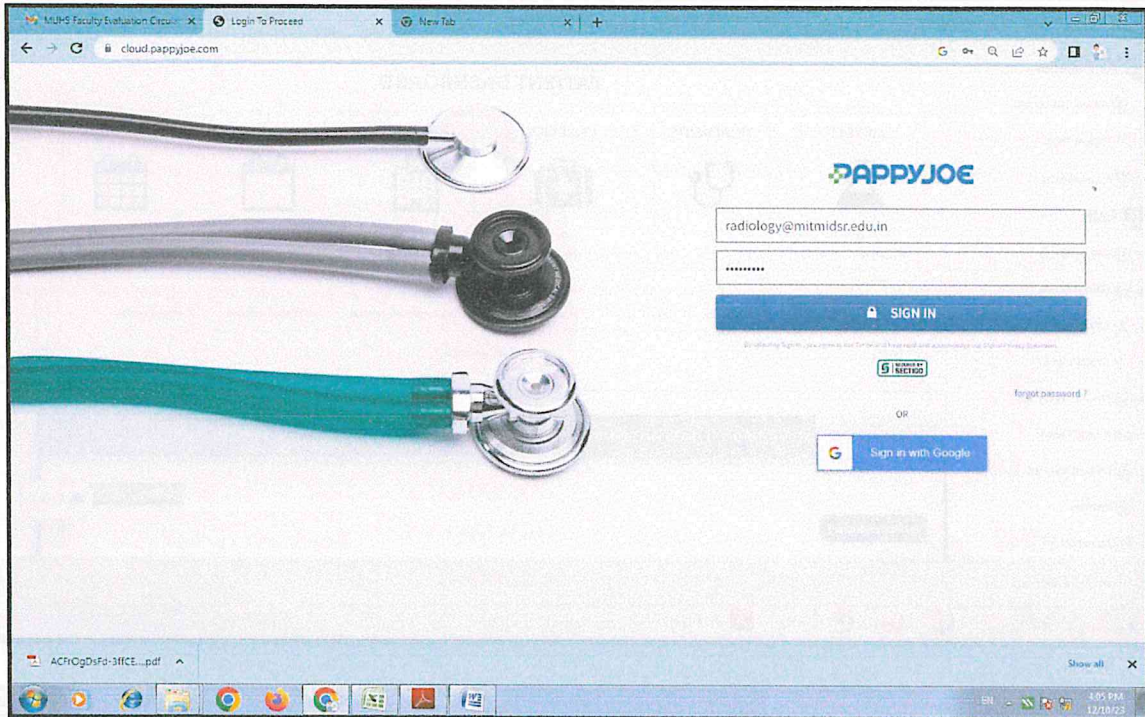
The timeline section of the patient dashboard will display the previous treatment taken by the patient in the institute so far.



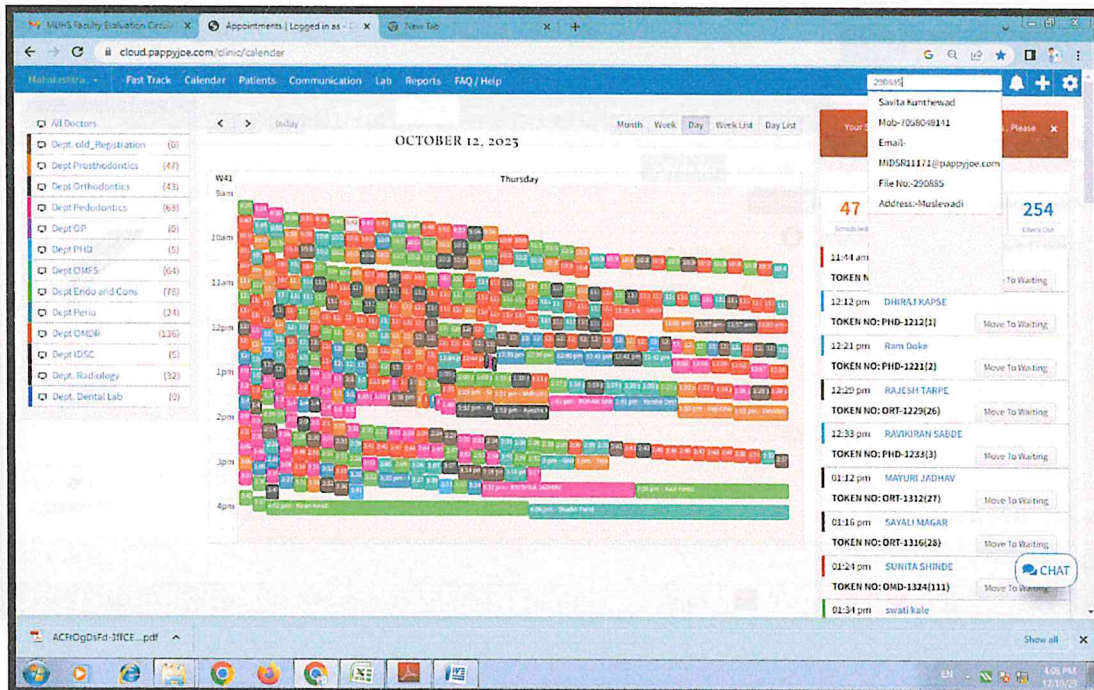
The screenshot shows a patient dashboard with a sidebar on the left containing navigation options like 'Fast track', 'Calendar', 'Patients', and 'Lab'. The main area is titled 'Patient Information' and includes fields for 'Address' (latur), 'Phone' (7666693084), and 'Medical History'. A top navigation bar includes options like 'Vital Signs', 'Clinic Notes', 'Procedures', 'Prescriptions', 'Files', 'Invoices', 'Receipts', 'Ledger', and 'Timeline'. The 'Timeline' section for '23-Sep-2023' shows a 'CLINICAL NOTES' entry with details on chief complaints, observations, and diagnosis. Below this, a 'TREATMENTS' table lists a single entry: 'IOPA X-Ray' with a quantity of 1, a cost of 50, and a status of 'Planned'.

STANDARD OPERATING PORCEDURE ORAL RADIOLOGY SOFTWARE

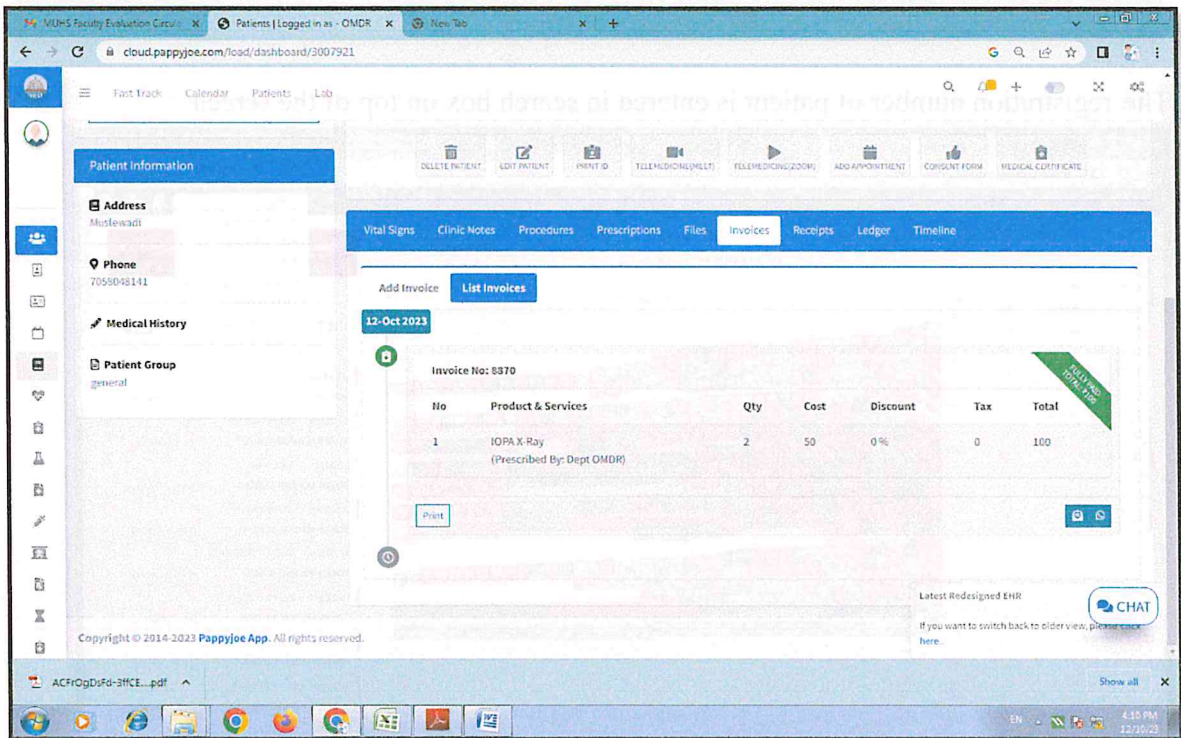
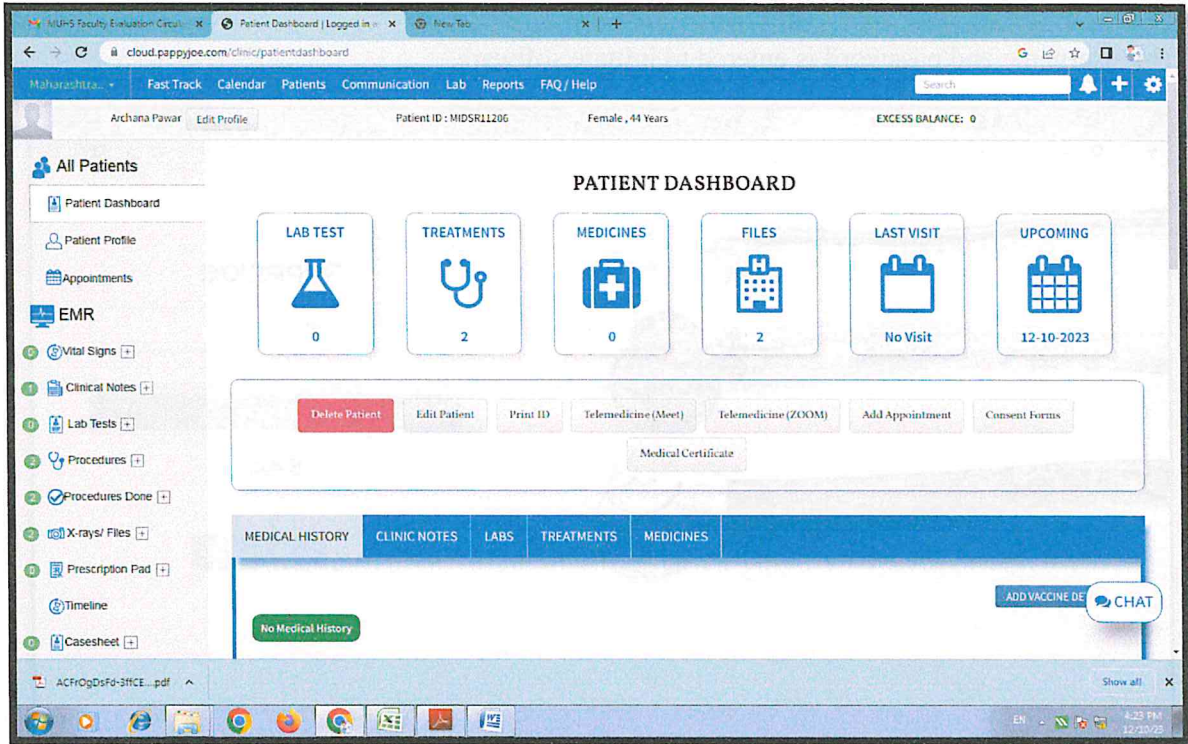
The username and password is entered to initiate software.



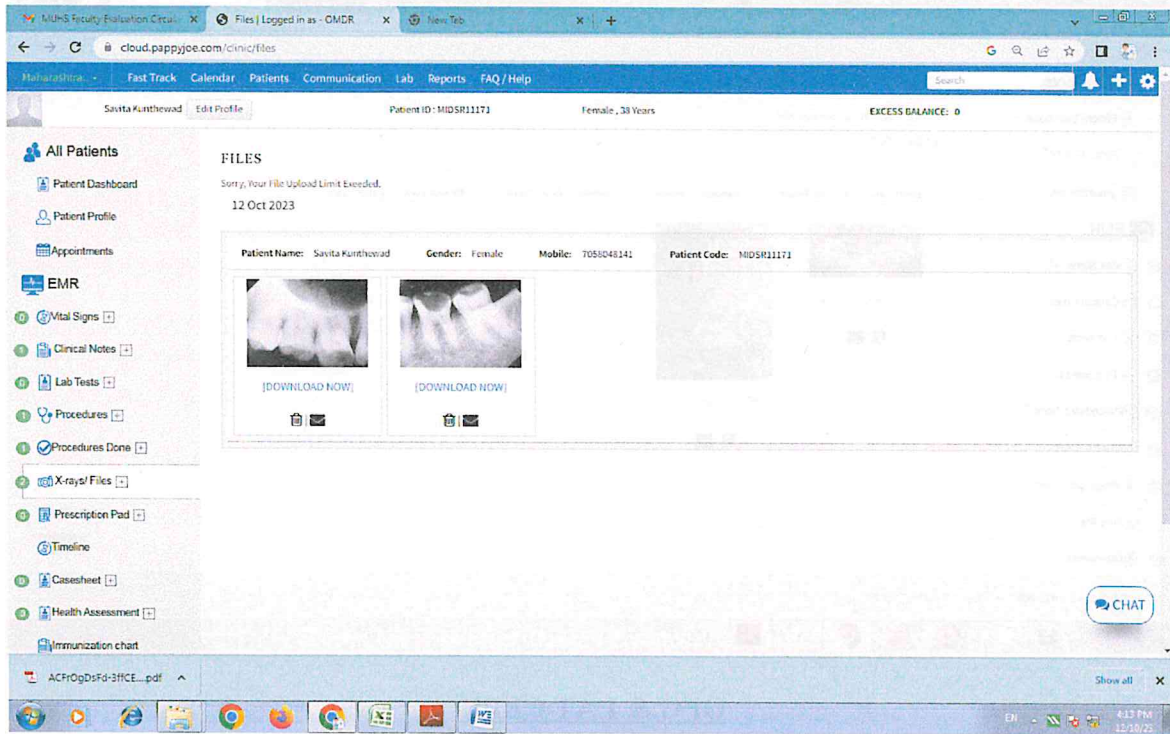
The registration number of patient is entered in search box on top of the screen.



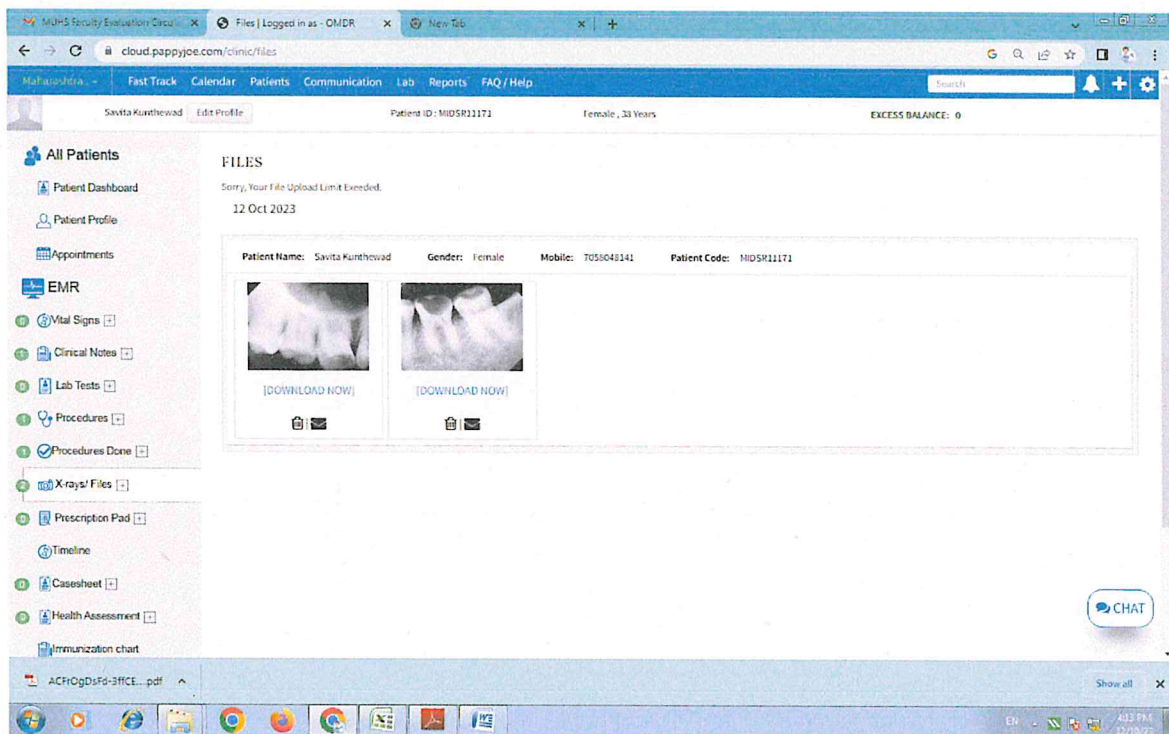
Click on patient's dashboard on left of the screen & go to invoice section of patient's details. Check for type of X-ray advised, quantity, cost, total paid & invoice number.



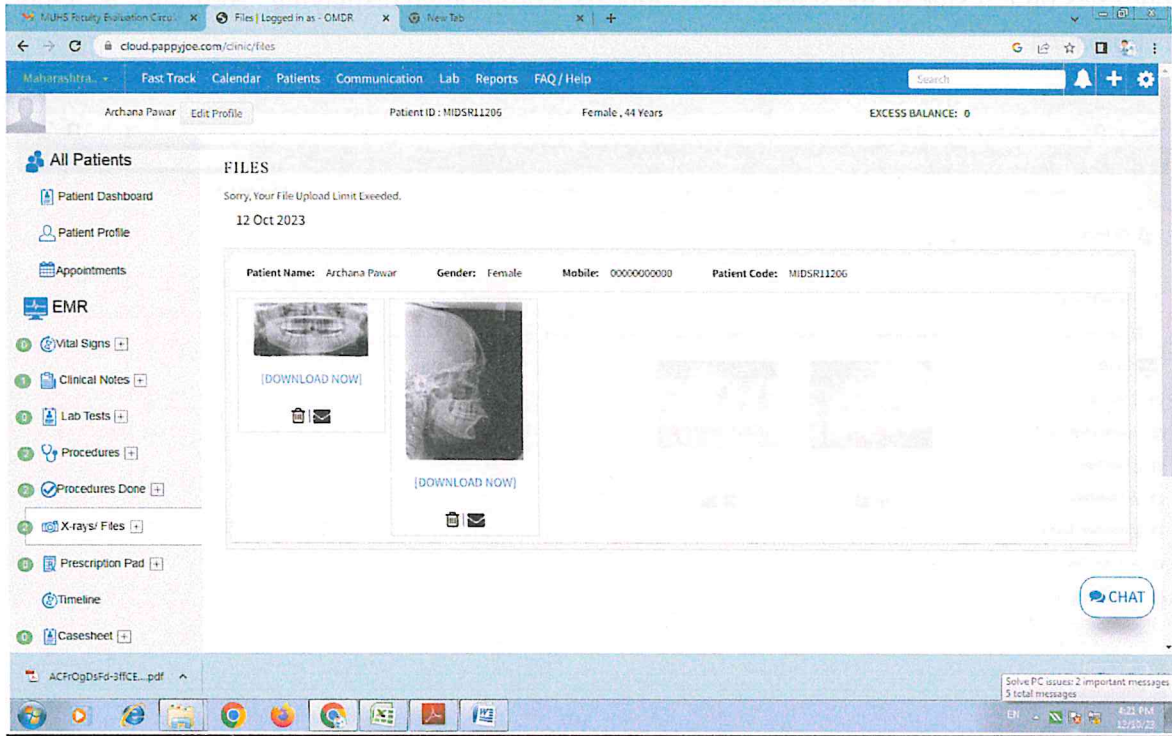
Then patient X-ray procedure is done, the X-ray is displayed on the screen. Click on X-ray/Files on left side of the screen, there appears a drop-down displaying “Add File” & X-ray is uploaded.



To view X-ray, click on X-ray/Files on left side of the screen. Click “View files” from drop-down. X-ray is visible on the screen.



IOPA



OPG & LAT CEPH

THIRD AND FINAL YEAR BDS CURRICULUM

THIRD BDS includes subjects General Medicine, General Surgery, Oral Pathology & Microbiology and Clinical Postings of Prosthodontics, Conservative and Endodontics, Periodontics, Oral & Maxillofacial Surgery, Community Dentistry, Pedodontics, Orthodontics and Oral Medicine & Radiology.

FINAL BDS includes subjects Prosthodontics, Conservative and Endodontics, Periodontics, Oral & Maxillofacial Surgery, Community Dentistry, Pedodontics, Orthodontics and Oral Medicine & Radiology.

Clinical Posting Timetable:

Clinical posting timetable is dispatched by academic committee at the start of the academic year to all departments.

SOP for Clinical Demonstration:

1. Personal data
2. Case History Taking
 - Chief Complaint
 - History of Present Illness
 - Past History
 - Medical History
 - Past Dental History
 - Personal History
 - Family History
3. Extra Oral Examination
 - Face Symmetry
 - TMJ Examination
 - Lymph Nodes
4. Intra Oral Examination
 - Teeth Present

- Decayed teeth
- Root pieces

5. Periodontal Status

- Gingiva – Color

Texture

Position

Bleeding on probing

Recession

Pockets

6. Local Examination

7. Provisional Diagnosis

8. Differential Diagnosis

9. Investigations

10. Radiographic Interpretation

11. Treatment Plan

DEMONSTRATION FOR CASE HISTORY AND EXAMINATION

Recording Personal data of the patient:

Purpose:

- Student should know the importance of recording Personal data of the patient.
- Student should know the importance of communication skill.

Scope:

It helps in building communication skill and rapport with the patient.

Responsibility: Teaching staff.

Standard Procedure:

- Students are explained about the importance of personal data in history taking.
- Student should be able to record the personal data of the patient.
- Students are explained about importance of record keeping

Recording chief complaint

Purpose: Students should be able to record the complaint of the patient and address it.

Scope: It helps students treat the patient in clinic.

Responsibility: Teaching staff.

Standard Procedure:

- Student should be able to record chief complaint which is the main presenting complaint of the patient to dentist.
- Student should be able to chief complaint along the duration of the complaint.
- Student should know if 2 or more complaints are present, then the chief complaint is written in chronological order. Most commonly the complaint is pain.

Recording History of Present Illness

Purpose: Students should be able to record chief complaint in detail.

Scope: It helps students to arrive at diagnosis.

Responsibility: Teaching Staff.

Standard Procedure:

- The student should be able to record chief complaint in detail in relation to onset i.e., sudden or gradual, nature i.e., continuous or intermittent, localised or radiating pain.
- Student should be able to record history of any aggravating, relieving factors and any associated symptoms.
- Student should be able to record history of associated symptoms like swelling, in which case history of onset, progress, recurrence, aggravating and relieving factor is mentioned.

Recording History of Past Illness:

Purpose: Students should be able to record history of past illness.

Scope: It helps students treat patient in clinics.

Responsibility: Teaching staff.

Standard Procedure:

- Students should be able to record past medical history.
- Students should be able to record past dental history.

Recording Past Dental history

Purpose: Student should be able to record past dental history of the patient.

Scope: It helps student know how well the patient is accustomed to receiving treatment and any complications in past treatments.

Responsibility: Teaching staff.

Standard Procedure:

- The student should be able to acquire history of any past dental complaints and treatment taken for the same.
- The student should be able to record the experience of the patient with the dentist for past treatment received.

Recording Past Medical History

Purpose: Students should know the effect of systemic disease effect on oral health and its importance in recording history.

Scope: It helps students manage patients appointed for dental treatment.

Responsibility: Teaching staff.

Standard Procedure:

- Students are explained about the importance of medical history of various systemic conditions.
- Students are explained the importance and steps involved in recording medical history i.e., onset, progress, current medications, any change of medications made by physician, previous checkup to the physician, investigations done are noted by the dentist.
- Various systemic conditions that are enquired in general includes,

Cardiovascular diseases

Respiratory diseases

Neurological diseases

Psychiatric disorders

Liver diseases

Renal diseases

Gastrointestinal diseases

Genitourinary diseases

Skin diseases

Pregnancy

Lactation

Any history of past surgeries

Any history of medications.

History of drug allergy

In pregnant patients, the trimester and month of pregnancy is mentioned. Patients are also counselled about precautions to be taken during dental treatment.

In lactating patients, the patients are counselled about precautions to follow during dental treatment and drug interactions and secretions in breast milk.

Recording Personal History

Purpose: Students should be able to record personal history of the patient.

Scope: It helps students to plan treatment and explain patients the complications of adverse habits.

Responsibility: Teaching staff.

Standard Procedure:

- Students are explained the ill effects of consumption of arecanut, pan, lime, tobacco, gutka, alcohol and parafunction habits.
- Students are explained the importance of counselling the patients.
- Students are explained about parafunction habits like thumb sucking, tongue thrusting, mouth breathing, nail biting and the effect on oromaxillofacial region.

Recording Family History

Purpose: Students should be able to record family history of the patient.

Scope: It helps students plan the investigative procedures for the patient.

Responsibility: Teaching staff.

Standard Procedure:

- Student should know the importance of family history.
- Students should know the importance of hereditary illness among family members.
- Student should know the importance of history of consanguineous marriage of parents and its importance in acquiring any developmental deformity.

General Examination

Purpose: Students should know the general appearance of the patient.

Scope: It helps students know the general condition of the patient.

Responsibility: Teaching staff.

Standard Procedure:

Students should know the normal parameters of general examination.

Students should know the importance of general appearance of the patient.

Students are explained about the effects of vital signs on dental treatment.

Extraoral examination

Purpose: Students should know the importance and extraoral examination.

Scope: To help students learn and understand the extraoral examination.

Responsibility: Teaching Staff.

Standard Procedure:

- Student should know the basics of performing extraoral examination.
- Students should know the patient and operator position for examination.

The patient is made comfortable in the dental chair with backrest straight and legs parallel to the floor. The patient is draped before examination.

A well illuminated chair light and mouth mirror and straight probe are used for clinical examination of the patient.

Facial symmetry: The patient is examined for bilateral face symmetry by observing of any swellings, trauma or any other pathology.

In cases of swellings, the complete examination is noted down. The inspectory and palpatory findings are examined and noted.

TMJ:

Purpose: Students should know the TMJ movements and structures associated with it.

Scope: To help students learn and understand TMJ movement and pathology associated with it.

Responsibility: All teaching staff.

Standard Procedure:

- Students should know the function of TMJ in maxillofacial region.
- Students should know the different movements of TMJ.
- Students should know palpation of TMJ.

TMJ is palpated by 2 methods viz., extraauricular and intraarticular.

Clinician stands right front or back of the patient and palpates to evaluate limited mouth opening, crepitus or popping sound, deviation of the mandible and tenderness.

Simultaneously, muscles of mastication are also palpated to rule out various TMJ disorders.

Final Outcome:

- Students should be able to understand normal TMJ movements.
- Students should learn palpation of muscles of mastication.
- Students should learn differentiating pathologies associated with muscles of mastication from bony components of TMJ.

Lymph nodes: The lymph nodes are palpated to classify various pathologies and to evaluate the spread of infection. Various parameters like size, number, consistency, tenderness, mobility is noted.

Intraoral examination

Purpose: To know the steps involved and method of intraoral examination.

Scope: To help students understand and perform intraoral examination.

Responsibility: Teaching Staff.

Standard procedure:

- Student should know the importance and steps involved in intraoral examination procedures.
- Student should know to differentiate normal appearance, normal variation and pathology.
- Students are explained the differentiating parameters of anomaly and normal structure.
- Students are explained about the position of the tooth in the arch.
- Students are explained about the morphology of tooth structure.
- Students are explained about different types of carious lesions and the way to mention on the paper.
- Student should know to differentiate deciduous from permanent teeth and identification of supernumerary teeth, supplemental teeth, retained tooth, retained root pieces, twinning, gemination, fusion, transposition of teeth in the arch.
- Students are explained the various abnormalities or pathology present during clinical examination and each patient serves as a learning tool for the students.
- The various pathology or variation or abnormalities that are routinely studied include carious tooth, occlusion, wasting disease, fractured teeth, discolored teeth, occlusal facets.

Final Outcome: The student should be able to understand, learn and differentiate normal from abnormal condition.

Soft tissue examination:

Purpose: To differentiate normal structures from normal variations and pathologies associated with soft tissue.

Scope: Helps students understand the treatment approach.

Responsibility: Teaching Staff

Standard Procedure:

- Students should learn and understand the anatomical landmarks.
- Students should learn and understand the normal variations.
- Students should be able to differentiate the normal and pathological condition.
- The soft tissue studied include buccal mucosa, labial mucosa, tongue, palate, floor of mouth, gingiva and the structures present.

Final Outcome: The student should understand and learn the normal appearance, normal variations and pathologies associated with it.

Local Examination

Purpose: To examine thoroughly and record the findings associated with the chief complaint of the patient.

Scope: To help students examine thoroughly the chief complaint area.

Responsibility: Teaching staff.

Standard Procedure:

- Student are explained thorough examination of each area of oral cavity.
- Student are demonstrated the examination method in detail to perform.
- Student should be able to differentiate normal from variation and pathology.
- Student should be able to arrive at a diagnosis of the complaint.

Final Outcome:

- Student should be able to perform the inspector, palpatory and percussion method of examination.

Provisional Diagnosis

Purpose: To arrive at a diagnosis of the oral condition of the patient.

Scope: To diagnose and record for further treatment.

Responsibility: Teaching Staff.

Standard Procedure:

- Students should be able to arrive at the diagnosis of the presenting complaint after a thorough case history and oral examination.
- In case of 2 or more complaints or findings, students should be able to diagnose and record in case history.

Differential Diagnosis

Purpose: Students should be able to differentiate provisional diagnosis with other similar appearing conditions based on different parameters.

Scope: Students should be able to differentiate from other conditions.

Responsibility: Teaching staff.

Standard Procedure:

- Student should be able to differentiate similar other conditions from the existing one.
- Student should be able to plan an appropriate treatment plan.

Investigations:

Purpose: Students should be able to plan the required investigative procedures based on the complaint of the patient.

Scope: Students should know the appropriate investigations needed.

Responsibility: Teaching staff.

Standard Procedure:

- Student should know the various investigative procedures available.
- Student should know the appropriate investigations needed for patient.
- Should be explained the role of case history in planning further investigations and treatment.
- Students are explained the safety protocols to follow in advising investigations.

Final Diagnosis

Purpose: Students should be able to arrive at final diagnosis to plan the required treatment.

Scope: It helps in planning treatment required.

Responsibility: Teaching staff.

Standard Procedure:

- Student should be able to arrive at final diagnosis after a thorough case history, oral examination and investigations.

Treatment

Purpose: Should be able to plan treatment for the patient.

Scope: Prioritizing the chief complaint in treatment plan.

Responsibility: Teaching staff.

Standard Procedure:

- **Student should be able to explain the treatment procedures required.**
- Student should be able to plan treatment for the patient.
- Students are explained the importance of comprehensive treatment plan and its implementation.
- Students are explained the importance of regular follow up of the patient.

SOP FOR RADIOGRAPHIC PROCEDURES

Intraoral radiographic technique:

Projection of radiographic x-ray film and shooting x-ray

Purpose: Students should be able to expose radiograph by using Bisecting Angle Technique.

Scope: To help students to understand technique and able to perform intraoral radiographic procedure using proper technique.

Responsibility: Teaching staff.

Standard Procedure:

- Students are explained about the patient positioning, measures to protect ourself and patient from radiations.

The patient is made comfortable in the dental chair with backrest straight and occlusal plane parallel to the floor. The patient is asked to wear lead apron before exposure.

- Students are explained about proper placement of x-ray film or senser inside oral cavity on lingual aspect of tooth and how to angulate x-ray tube head properly according to the point of entry.
- Students are demonstrated the Bisecting angle technique for shooting x-ray and how to adjust horizontal and vertical angulation adjustment before shooting x-rays.

Final Outcome:

- Student should be able to expose x-ray film using proper technique.

Processing of x-ray film using manual method

Purpose: Students should be able to develop x-ray film.

Scope: To help students understand proper technique and timing of development of x-ray film.

Responsibility: Teaching staff.

Standard Procedure:

- Students are explained about method of manual processing.
- Students are also explained about composition and function of each component of processing solutions
- Students are demonstrated the steps of time temperature method used for processing of x-ray film.
- Film processing involves the following procedures:
 - Unwrap the x-ray film in the red light.
 1. Immerse exposed film in developer for stipulated time and agitate the x-ray film in the meanwhile period to avoid air bubble formed over the film.
 2. Rinsing film in water bath.
 3. Immerse film in fixer double time that of developer.
 4. Washing film under running water.
 5. Dry film and mount for viewing.

Final Outcome:

- Student should be able to process x-ray film using proper technique.

Interpretation of radiographs:

Purpose: Students should be able to interpret radiograph.

Scope: To help students to interpret radiographs.

Responsibility: Teaching staff.

Standard Procedure:

- Students are explained and instructed mounting of x-ray film on viewer box and use of magnifying lenses for observing details over the radiograph.
- Students are explained about Orientation of x-ray film, how to identify side of x-ray film and basic principles of radiographic interpretations.
- Students should know the steps of radiographic interpretations.
- Students should know the total number of teeth clearly seen in the radiographs, number of teeth showing pathology.
- Students should know the involvement of pathology in the crown and root portion of tooth.
- Students should know the morphology of root seen in the radiograph, no. of roots and root canals of particular tooth.
- Students should know on normal anatomy of radiographic landmarks.
- Student should know to differentiate normal appearance and pathological variations of PDL space, Lamina Dura and Alveolar bone, periapical pathologies.
- Student should know the radiographic errors including projection error and processing error.

Final Outcome: The student should be able to understand, learn and differentiate normal from abnormal radiographic appearance of tooth and to arrive at radiographic diagnosis.

SOP FOR CONDUCTION OF THEORY AND PRACTICAL INTERNAL EXAMINATION

Evaluation is a continuous process based upon the criteria developed by the concerned authorities to evaluate students. The procedure helps fulfil criteria required for BDS learning.

Evaluation is achieved by two processes;

- 1) Formative or internal assessment
- 2) Summative or university examinations.

Formative evaluation is done by internal assessments and betterment exams conducted by the institute.

Summative evaluation is conducted by the university at the end of the curriculum.

METHODS OF EVALUATION:

Evaluation may be achieved by the following tested methods:

- i. Written test
- ii. Practical examination
- iii. Oral viva voce
- iv. Spotters
- v. OSCE

The internal assessment examinations in theory and clinical is held 3 times in a particular year. If the average of 3 internal exams is not 50%, then student appears for betterment exam to help secure marks. This is then followed by university examination in the pattern of university examination to be held at the end of the year of study.

Internal assessment marks for a candidate in a subject will be calculated as the average of the marks obtained in the internal examinations. This average mark will be reported to the University. For a student to be eligible to appear for the University examination he/she

should have secured at least 50% of the minimum marks in internal assessment for both theory and practical in all subjects separately.

- a. To be eligible to appear for the university examination a candidate has 75% attendance in theory and 80% in practical in the subjects of study for which university examination is held in a particular year.
- b. He/she will be eligible to appear in the university examination in those subjects in which he/she has secured the minimum requirement of 50% of internal assessment marks.

QUOTA FOR THIRD AND FINAL YEAR BDS STUDENTS:

Sr No	Work	Third Year	Final Year
1	OPD	2	10
2	Radiographic Procedure and Interpretation	2	10

UNIVERSITY EXAMINATION SCHEME

The scheme of examination for fourth B.D.S. is as follows:

- a) The examination shall be open to a candidate who satisfies the requirements of attendance, progress and other rules governing the institution/University.
- b) The University examination for a subject shall be conducted twice in a year at an interval of not less than four to six months as notified by the university from time to time.
- c) The entire BDS course should be completed within a period of maximum 9 (double the course duration) academic years from the date of joining.

Three internal exams and one betterment exam will be conducted for students who will appear for university exams in summer and winter.

SOP TO CONDUCT OF THEORY & PRACTICAL INTERNAL EXAMINATION

Three internal assessments are held in an academic year.

Internal Exams	Theory Marks	Practical
First Internal Exam	Section A:20 Section B:20 Section C:20 Total: 60	Case History: 20 Radiograph procedure and interpretation: 20 Oral Viva voce: 20 Total: 60
Second Internal Exam	Section A:20 Section B:20 Section C:20 Total: 60	Case History: 20 Radiograph procedure and interpretation: 20 Oral Viva voce: 20 Total: 60
Prelim Exam	Section A:20 Section B:40 Section C:20 Total: 80	Case History: 20 Radiograph procedure and interpretation: 20 Oral Viva voce: 15 Spotters: 20 Journal: 05 Total:80

1. Time Table:

The time table for Internal Assessment exams is dispatched from academic committee and is also displayed on notice board.

2. Preparation of Question paper:

The question paper is prepared based on the topic scheduled for the particular internal assessment exam.

3. Seating plan and arrangements:

Preparation of examination pads

Each pad has answer sheets placed.

4. Internal Exam timings:

3hours (2pm to 5pm)

5. Attendance of all present students taken on attendance sheet.

6. Signature of invigilators on Internal assessment answer books (All 3 sections).

7. Collection of answer sheets at the end of exam.

8. Submission of answer sheets to the department.

9. Evaluation of answer sheets from teachers.

10. Marks should be written on answer sheets.

11. Display of marks of individual students on department notice board.

SOP FOR BETTERMENT EXAM PROCEDURE

Betterment exam is conducted for students who have failed or been absent or students who want to improve marks will be held after 3rd internal assessment.

STAFF GRIEVANCES

The procedure for the staff grievance is as follow to resolve the problem as early as possible.

Step 1: Aggrieved staff needs to submit a hard copy of grievance to respective reporting person and that person should try to resolve the issue in right way.

Step 2: If the reporting person is not able to resolve the issue, then the problem should be taken to the Head of the Department with the previous documentation.

Step 3: After step 2, if the staff is not getting solution to the problem, then the Aggrieved staff can reach to Principal of the institute.

After the meeting whatever decision to be made by Principal of the institute should be accepted and disciplinary action will be taken for the smooth conduction of institutional work.

BIO-MEDICAL WASTE MANAGEMENT

Being a responsible health care provider, we follow a strict protocol for management of the bio-medical waste material in the department

A Specific staff is assigned to monitor the sensitization, scrutiny and disposal of waste management system under the following guidelines:

- Based on treatment options in department is maintaining a strict system of segregation and disposal of waste in department.
- Assigning staff member for scrutinizing and implementing the process.
- Use of color-coded dustbin and plastic bags for the categorization of the bio-medical waste generated into department and kept at a safe, ventilated and secured location for storage of segregated BMW within department.

These bags are later transported within the hospital to common collection point. Private bio-medical waste management agency disposes these materials.

General waste which is not contaminated, and can be handled with general municipal reuse.

Most wastes generated in department of Oral Medicine and Radiology are non-hazardous.

General wastes from patient processing activities in department which are not handling infectious diseases.

LEAVE POLICY

Types of leave:

- Paid Leave / Earned Leave & Casual Medical Leave.
- Maternity Leave.
- Voting Leave.
- Compensatory Leave.

Paid Leave / Earned Leave & Casual:

- The leave calendar is from January to December of a year.
- The employee is eligible for 15 days of Casual leave in a year, 1.25 leave day for each month earned.
- At the end of the probation period and on confirmation, the employee is deemed to have earned one day of leave for each month of probation. The employee is expected to Casual leave avail of the by the end of the subsequent three months period (by the next June or December).
- Leave without prior sanction shall be regarded as 'Absent from duty' and salary equivalent days shall be deducted for every day of absence.
 - Earned leaves are applicable for non-teaching staff. They will get 30 days per year.

Medical Leave:

- The leave calendar is from January to December of a year. The employee is eligible for 10 days of Medical Leave in a year.

Maternity Leave:

A woman employee, who has completed 1 years of employment after the probation period, is eligible 45 days of paid leave for maternity reasons.

Voting Leave:

Voting leave cannot be availed of for Constitutional duties.

Compensatory off:

In case any employee was specifically asked to work on Sundays or any other Holiday, he/she is entitled for compensatory off. Such leave may be availed only by prior permission of the HOD and principal.

No leave is allowed to be taken by any employee without prior permission. Otherwise, it shall be considered as 'absenteeism' and as such shall be considered for pro-rata salary deduction.

Leave without pay:

Employees, who have availed all the types of leaves available & have valid reason, may take leave having recommendations from their HOD will be considered Leave without pay.

Vacation:

At the end of the probation period and on confirmation, employees will get 15 days summer vacation, 15 days Winter vacation and 4 days Diwali vacation.



MAEER PUNE'S

MAHARASHTRA INSTITUTE OF DENTAL SCIENCES & RESEARCH (DENTAL COLLEGE)

ESTD 2006



Address : Vishwanathpuram Ambajogai Road,
Latur. 413531 (Maharashtra)

Tel : (02382) 228063, 227703,
227424

Fax : (02382) 228063

Email : principal@mitmidrs.edu.in
midrs.latur@gmail.com

Website : www.mitmidrs.edu.in

Date: 20/04/2023

Subject:-Amendment of CBCT installation.

This is to inform that the CBCT machine has been installed and will be in force from date 21st April 2023.

This is approved & issued by competent authority.

Principal,
MIDSR Dental College,
Principal
M.I.D.S.R. Dental College,
LATUR



Copy to: All Departments



MAEER PUNE's

**MAHARASHTRA INSTITUTE OF DENTAL
SCIENCES & RESEARCH (DENTAL COLLEGE)**

ESTD 2006



Address : Vishwanathpuram Ambajogai Road,
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227424
Fax : (02382) 228063

Email : principal@mitmidsr.edu.in
midsr.latur@gmail.com
Website : www.mitmidsr.edu.in

Date: 02/08/2023

Subject:- Amendment of Radiographic Entries into Pappyjoe software

This is to inform that the IOPA and OPG, Occlusal radiographic entries in Pappyjoe Software will be in force from 3rd August 2023.

This is approved & issued by competent authority.



Principal,
MIDSR Dental College,
Principal
M.I.D.S.R. Dental College,
Latur
LATUR

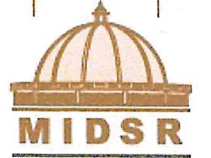
Copy to: All Departments



MAEER PUNE'S

MAHARASHTRA INSTITUTE OF DENTAL SCIENCES & RESEARCH (DENTAL COLLEGE)

ESTD 2006



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227424

Fax : (02382) 228063

Email : principal@mitmidsr.edu.in
midsr.latur@gmail.com

Website : www.mitmidsr.edu.in

Date: 02/08/2023

Subject: - Amendment of OPD Entries into Pappyjoe software

This is to inform that the OPD entries into Pappyjoe Software will be in force from 3rd August 2023.

This is approved & issued by competent authority.

Principal,
MIDSR Dental College,
Principal
Latur
M.I.D.S.R. Dental College,
LATUR

Copy to: All Departments





MAEER PUNE'S

MAHARASHTRA INSTITUTE OF DENTAL SCIENCES & RESEARCH (DENTAL COLLEGE)

ESTD 2006



Address : Vishwanathpuram Ambajogai Road,
Latur. 413531 (Maharashtra)

Tel : (02382) 228063, 227703,
227424

Fax : (02382) 228063

Email : principal@mitmidr.edu.in
midr.latur@gmail.com

Website : www.mitmidr.edu.in

Date: 23/09/2023

Subject: - Amendment of RVG installation.

This is to inform that the RVG (digital radiography) has been installed in the Oral Radiology Department and will be in force from 24th Sept. 2023. The radiographs can be viewed on Pappyjoe Software.

This is approved & issued by competent authority.

Bangani

Principal,

MIDSR Dental College,

Principal

Latur,
M.I.D.S.R. Dental College,

LATUR



Copy to: All Departments

