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**Application Form for the 12 years Re- Accreditation by the European Academy of Paediatric Dentistry**

Revised Dec. 2015

Chair of the Educational Committee: Assoc. Prof. Katerina Kavvadia

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# Organisational context of the programme / Institutional requirements.

|  |  |
| --- | --- |
| * 1. Name of Institution: |  |
| 1.2 Address: |  |
| 1.3 Programme director  (telephone number and e-mail address): |  |
| * 1. Dental service director  (telephone number and e-mail address): |  |
| * 1. Name of the institution with the administrative responsibility for the programme? |  |
| * 1. Describe the involvement of the institution in the programme? |  |
| * 1. Describe the financial support for the programme? |  |
| 1.8 Attach Programme director’s CV as A**ppendix** **A1** |  |

# Programme director and teaching staff

## List associated senior staff with tenured (permanent) positions

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title/Academic­ position /**  **Assignment in programme** | **Specialist**  **Year** | **Hours/ Week**  **Weeks/ Year** |
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## List of associated senior staff with part-time or other type of positions

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| --- | --- | --- | --- |
| **Name** | **Title/Academic­ position/**  **Assignment in programme** | **Specialist,**  **Year** | **Hours/ Week**  **Weeks/ Year** |
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## List of senior staff in other specialities involved in training, supervision of joint service duties

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| --- | --- | --- | --- |
| **Name** | **Title/Academic­ position /**  **Assignment in programme** | **Specialist,**  **Year** | **Hours/ Week**  **Weeks/ Year** |
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## What is the staff-student ratio in supervising dental treatment?

## Does the programme director evaluate faculty performance annually?

## Support Staff

|  |  |  |
| --- | --- | --- |
| **Type of support staff** | **Number of positions** | **Hours per week** |
| **Dental assistants** |  |  |
| **Dental hygienists** |  |  |
| **Oral health educator** |  |  |
| **Dietician** |  |  |
| **Secretarial / Clerical** |  |  |
| **Laboratory technicians** |  |  |
| **IT support staff** |  |  |
| **Other** |  |  |

## Is the number of support staff adequate to meet programme’s objectives?

# Eligibility and selection of postgraduate students

## Describe the programme’s admission criteria and procedures.

## How many students are enrolled each year?

## Are any students enrolled on a part-time basis, what is the reason for this?

## Is two years of general dental experience before entering the programme mandatory?

## Are there any special rules for foreign postgraduate students?

## Are the postgraduate positions salaried?

# Clinical facilities and equipment

## What is the total number of complete operatories in the dental clinic?

## What is the number of complete operatories designated for use by postgraduate students?

## Does the department have written instructions with regard to the use of ionising radiation, nitrous oxide, mercury, drugs or other substance or techniques that might be hazardous to patients or personnel?

## Does the department have written guidelines for infection control, hazard control and disposal of hazardous waste?

## Is each member of faculty, supportive staff and postgraduate students certified annually in basic life support procedures including cardiopulmonary resuscitation?

|  |  |  |  |
| --- | --- | --- | --- |
| **Facilities / Equipment** | **Within clinic** | **Readily accessible** | **Not available** |
| Intra-oral radiographs |  |  |  |
| Extra-oral radiographs |  |  |  |
| Dental laboratory |  |  |  |
| Electronic filing system |  |  |  |
| Staff offices |  |  |  |
| Study area |  |  |  |
| Conference room |  |  |  |
| Recovery room (after sedation) |  |  |  |
| Reception |  |  |  |
| Patient education area |  |  |  |
| Autoclave (for sterilisation) |  |  |  |
| Nitrous oxide sedation |  |  |  |
| Emergency drugs and equipment |  |  |  |
| Hospital operating rooms |  |  |  |
| Accessible for medically compromised/ handicapped patients |  |  |  |
| Other…. |  |  |  |

## What facilities are available for postgraduate students to conduct laboratory based and/ or clinically oriented research?

**Information resources**

## Do the postgraduate students have access to a personal computer?

## Have the postgraduate students ready access to the Internet in the department?

## Describe the library of the institution, with respect to size, distance from the clinic, opening hours, number of journal subscriptions, subscriptions to major dental journals, computerised information retrieval capabilities.

# Curriculum and programme duration

## How many months duration is the programme?

## Indicate the percentage of the postgraduate student’s total time that is devoted to:

|  |  |
| --- | --- |
| **Activity** | **Percentage of programme (%)** |
| Clinical activities, hospital practice |  |
| Theoretical courses |  |
| Laboratory activities |  |
| Teaching |  |
| Research |  |
| Electives |  |
| Other…. |  |
|  |  |

## Describe the overall programme goals and objectives.

## Other than the core curriculum, are there individually designed goals for each postgraduate student?

## Are the students required to take formal courses?

## Give the title of each course, number of hours, year of study, who the course is given by:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course title** | **Year** | **Hours** | **Given by** |
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## Detail how education and training are given in the 10 basic areas from the EAPD “curriculum guidelines in education and training in paediatric dentistry”, i.e: lectures, seminars, formal courses, clinical training, other.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Subjects** | **Type of education** | **Hours of education** |
| I | Basic sciences |  |  |
| II | Aspects of management, administration and ethics |  |  |
| III | Diagnosis and treatment planning |  |  |
| IV | Behaviour science and patient management, sedation/ general anaesthesia |  |  |
| V | Prevention |  |  |
| V1 | Restorative Dentistry |  |  |
| VII | Orthodontics |  |  |
| VIII | Dental traumatology |  |  |
| IX | Oral surgery/medicine/pathology, maxillofacial surgery |  |  |
| X | Children with special needs/ medically compromised |  |  |

**Rotation in related clinical areas**

* 1. Describe each rotation the postgraduate student is required to do in order to fulfil the programme’s goals and objectives:

|  |  |  |
| --- | --- | --- |
| **Rotation** | **Year** | **Duration** |
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**Participation in multidisciplinary teams**

* 1. Outline how postgraduate students are involved in multidisciplinary teams, the organisation of teams for specific conditions and the organisation and planning of meetings.

**Hospital experience**

* 1. Describe how postgraduate students are exposed to dental care in the hospital-based operating room.
  2. How many such sessions under general anaesthesia are performed at the department every week?
  3. Describe how postgraduate students are involved in in-patient paediatric care.

**Extramural activities**

* 1. Are the postgraduate students involved in any extramural activities on a community level?

**Teaching experience**

* 1. What type of formal education in teaching is required by the postgraduate student?
  2. Describe the involvement in undergraduate teaching or other teaching activities.

**Profile of postgraduate training programme**

* 1. Does the programme have any specific profile, describe in detail?
  2. Provide a month by month schedule of the clinical and theoretical activities of each year – provide as **Appendix A2**
  3. What actions have been taken to harmonise the programme with the EAPD Curriculum guidelines for education and training in paediatric dentistry?

1. **Patient availability** 
   1. How many specialist paediatric patients are referred to/treated at the department every year?
   2. How many general paediatric patients are referred to/ treated at the department every year?
   3. How many patients are treated under general anaesthesia annually?
   4. How many children with special medical needs or with disabilities are treated annually?
   5. How many emergency patients are treated annually?
2. **Research** 
   1. Describe the interface between research and clinical/ theoretical education in the programme?
   2. What are the requirements for the postgraduate student’s participation in research?
   3. What is the research profile of the department?

Outline the research and clinical investigations that are currently in progress at the department.

* 1. Please provide a full list of publications in peer-reviewed journals written by members of the department in the past five years – provide as **Appendix** **A3**.

1. **Affiliations** 
   1. List each affiliated clinic, department or hospital that participates in training of postgraduate students. Name each institution, teaching staff responsible, and assignment each week, distance from the clinic and what the institution can offer.

**9 Student evaluation**

9.1 Does each student have a personal supervisor or mentor?

* 1. Describe the process used to evaluate students’ performance in clinical and theoretical activities. Should include description of frequency of evaluation, qualitative and quantitative criteria used, who participates in the evaluation and how are the results communicated to the students.
  2. Are there written guidelines for actions related to dismissal of postgraduate students?
  3. Is an external examiner used for the final exams?

If yes please attach external examiner report for recent graduates, as Appendix 4

1. **Evaluation of the programme** 
   1. Describe the outcome measures used to evaluate the programme?
   2. How are the results of this evaluation used to evaluate the programme’s effectiveness in meeting its goals?
2. **Continuing dental education in paediatric dentistry** 
   1. What is done to keep in contact with previous graduates from the programme in terms of continuing dental education?
   2. To what extent is the department involved in continuing dental education for specialists in paediatric dentistry?
3. **Summary**

## One of the advantages of completing a self-study is that you learn a great deal about your programme. In light of the information provided in this document, assess the overall:

1. Strengths of the programme
2. Weakness of the programme

## What specific actions will be taken to address the weaknesses?

Form completed by:

Name in BLOCK CAPITALS Signature

Date:

E-mail address and contact address: