Standard Operating Protocol (SOP)

Department of Oral Medicine and Periodontology

Frontier Medical and Dental College (FMDC) Abbottabad

FOR 3RD YEAR BDS STUDENTS:

Introduction to Oral Medicine

Department of Oral Medicine, is a vital branch of dental education and practice that bridges the gap between dentistry and medicine. Our department focuses on the diagnosis and non-surgical management of oral and maxillofacial conditions.

Introduction to Periodontology

The Department of Periodontology is dedicated to the prevention, diagnosis, and treatment of diseases affecting the supporting structures of the teeth, including the gums, periodontal ligament, and alveolar bone. It plays a pivotal role in fostering awareness of oral hygiene and periodontal health among patients and students alike.

Our department emphasizes the importance of early detection and management of periodontal diseases, integrating evidence-based approaches and advanced technologies such as lasers and regenerative therapies. Students are trained in scaling, root planning, flap surgeries, and implant therapy, ensuring comprehensive clinical exposure.

We are committed to promoting interdisciplinary collaboration, linking periodontal health with systemic conditions like diabetes and cardiovascular diseases. With a focus on research, innovation, and community outreach, the department strives to shape skilled professionals ready to meet the challenges of modern periodontics.

CONTENTS

1. **Overview of FMDC**
2. **Departmental SOPs (OMFS)**
   a. **Departmental Rules and Structure**
   b. **Teaching SOPs**
   c. **Clinical/Operative SOPs**
   d. **Assessment and Examination SOPs**

Frontier Medical & Dental College & Hospital, Abbottabad

Department of Oral Medicine and Periodontology

Departmental SOPs

Departmental Staff

Periodontology and Oral

Medicine

	Name	Qualification	Designation
1	PROF DR AZHAR IQBAL		Prof & HOD Department of Periodontology
2	DR ABID KHAN		Assistant Professor Periodontology
3	DR SYED ZUHAIR MEHDI	BDS, MCPS, DHPE	Assistant Professor & HOD Oral Medicine
4			
5			

GENERAL RULES FOR FACULTY & SUPPORT STAFF

1. Strict adherence to college timings: 8:00 AM to 2:30 PM.
2. Prior intimation to the HOD is required for any delay or early leave beyond 15 minutes.
3. Any leaves must be discussed and approved directly with the HOD.
4. All academic duties including lectures, clinics, viva sessions, and OSCEs must be performed industriously.
5. Clinical dress code must be strictly observed.
6. Proper hygiene standards must be maintained.
7. Hierarchical communication is mandatory: House Officer → Registrar → HOD → Principal/Dean.
8. Faculty must participate in student counseling session, maintain discipline, and report issues to HOD.
9. Instruments and departmental areas must be regularly cleaned and checked.
10. The secretarial staff is responsible for document handling and result compilation

JOB DESCRIPTION

HOD / Professor (PERIODONTOLOGY)

1. Oversee clinical operations and staff management.
2. Design and implement SOPs and timetables.
3. Supervise operative schedules, lectures, and training.
4. Update principal on departmental activities and progress.
5. Conduct ward rounds and lectures.
6. Approve instrument purchase and maintenance.
7. Prepare curriculum, assessments, and exam results

HOD / ASSISTANT PROFESSOR

1. Oversee clinical operations and staff management.
2. Design and implement SOPs and timetables.
3. Supervise operative schedules, lectures, and training.
4. Update principal on departmental activities and progress.
5. Conduct ward rounds and lectures.
6. Approve instrument purchase and maintenance.
7. Prepare curriculum, assessments, and exam results.

SENIOR REGISTRAR

1. Conduct minor oral surgical procedures.
2. Supervise house officers during clinical work.
3. Conduct small group discussions and clinical demonstrations.
4. Assist in exam preparation and student evaluation.

DEMONSTRATOR

1. Perform clinical procedures on patients.
2. Attend clinical department, and prepare patient records.
3. Present cases and participate in academic discussions.
4. Maintain discipline in the department during clinical hours.

SUPPORT STAFF

1. Prepare surgical and sterilize instruments.
2. Assist during procedures
3. Ensure record-keeping of minor OT procedures.

TEACHING SOPs

Oral Medicine and Periodontology are the subjects taught in 3rd Year BDS through clinical rotations and teaching methods:

1. LECTURES
    - ORAL MEDICINE - 3 LECTURES PER WEEK.
    - PERIODONTOLOGY 2 LECTURES PER WEEK.
2. CLINICAL ROTATIONS
    - PERIODONTOLOGY- 3 HOURS PER WEEK
    - Students rotate in OPD/FILTER CLINIC Department of Oral Medicine, and in the Department of Periodontology for clinical work and rotation
3. SKILLS SESSIONS – Students practice:
    - History taking
    - Extra oral and intra oral examination of Head and Neck region including TMJ, Lymph Nodes of Head and Neck region, Perio Oral and Oral structures.
    - Local anesthesia administration
    - Manual Scaling
    - Ultra-sonic scaling
    - Sterilization protocols
4. CASE BASED LEARNING SESSION – One session conducted per module. It is conducted in 3 Triggers; one trigger is conducted in one week.

PRACTICAL / CLINICAL LAB SOPs

1. Students must wear scrubs, gloves, masks, and ID cards during clinical postings.
2. Attendance >75% is mandatory.
3. Students must maintain logbooks for:
    - Observed cases
    - Assisted surgeries
    - Performed manual scaling periodontology
    - Perform ultra-sonic under supervision
4. Waste disposal and infection control protocols must be strictly followed.

EXAMINATION SOPs

ASSESSMENT PLAN

	WRITTEN EXAMINATION	VIVA EXAMINATION
1	**WRITTEN** **80 MARKS** **MCQ 56** **SEQ 24**	**VIVA TOTAL MARKS** **80** **OSCE 35 MARKS** **LOG BOOK 5 MARKS** **INTERNAL VIVA 20 MARKS** **EXTERNAL VIVA 20 MARKS**
2	**INTERNAL ASSESSMENT** **20**	**INTERNAL ASSESSMENT** **VIVA 20**

INTERNAL ASSESSMENT TOOLS

- MCQs/SEQs: Monthly tests based on lecture and clinical content.
- OSCE: Practical/clinical assessment of every module.
- Viva Conducted after each rotation.
- Attendance & Professionalism: Assessed throughout the yea

END MODULAR & ANNUAL EXAMS

- 1st Modular Exam: After 3 months (20% of course).
- 2nd Modular Exam: After 6 months (40% of course).
- 3rd Modular Exam: After 9 months (remaining 40%).
- Send-up Exam: Full course, mandatory for university eligibility.

CONCLUSION

By the end of the academic year, Third Year BDS students in the department of Oral Medicine and Periodontology should be competent in:

- Diagnosing common diseases of the oral cavity.
- Examining TMJ and should be able to palpate lymph nodes of head and neck region.
- Understanding principles of anesthesia.
- Understand principles of management of common medical emergencies encountered in dentistry.
- Presenting cases clinically and academically.
- Perform manual scaling independently.
- Perform ultra-sonic scaling independently.
- Diagnose common periodontal diseases.