Standard Operating Protocol (SOP)

Department of Oral and Maxillofacial Surgery (OMFS)

Frontier Medical and Dental College (FMDC) Abbottabad

Designed for **Final Year BDS students**:

Introduction

The Department of Oral and Maxillofacial Surgery (OMFS) at Frontier Medical and Dental College, Abbottabad, is a clinical department dedicated to educating **Final Year BDS students** in surgical management of diseases, injuries, and defects involving both the functional and aesthetic aspects of the oral and maxillofacial region. It is a continuation of surgical and clinical knowledge gained in previous years, culminating in hands-on clinical exposure and critical decision-making in patient care.

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Frontier Medical & Dental College & Hospital, Abbottabad

Department of Oral and Maxillofacial Surgery

Departmental SOPs

Departmental Staff Structure

	Name	Qualification	Designation
1	Prof Abdul Wahid	BDS FCPS	Prof & HOD
2	Dr. Muhammad Zeeshan Baig	BDS, MCPS, MFDRCSI (Ireland) MFDSRCPS MHPE	Assistant Professor
3			
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 HOD required for any delay or early leave beyond 15 minutes.
3. Emergency or planned leaves must be discussed and approved directly with the HOD.
4. All academic duties including lectures, ward rounds, clinics, viva sessions, and OSCEs must be performed diligently.
5. Clinical dress code and hygiene standards must be strictly observed.
6. Hierarchical communication is mandatory: **House Officer → Registrar → HOD → Principal/Dean**.
7. Faculty must participate in student counseling, maintain discipline, and report issues to HOD.
8. Instruments, surgical kits, and department areas must be regularly cleaned and checked.
9. The stenographer/secretarial staff is responsible for document handling and result compilation.
10. Any extra responsibility assigned (e.g., organizing BLS sessions, camps) must be completed responsibly.

JOB DESCRIPTION OF OMFS DEPARTMENT

HOD / 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.

Assistant Professor

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.

Senior Registrar

1. Assist in minor OT procedures and patient management.
2. Attend ward rounds, clinics, and prepare patient records.
3. Present cases and participate in academic discussions.
4. Maintain discipline and participate in emergency duty rotation.

Support Staff (OT/Dental Assistants)

1. Prepare surgical setups and sterilize instruments.
2. Assist during procedures.
3. Maintain patient hygiene and OT cleanliness.
4. Ensure record-keeping of minor OT procedures.

TEACHING SOPs

OMFS is taught in **Final Year BDS** through clinical rotations and didactic methods:

1. **Lectures** – 2 per week focusing on:

   Basic surgical principles

   Dentoalveolar surgery

   Maxillofacial trauma

   Preprosthetic surgery

   Implantology introduction

   TMJ disorders

   Orofacial infections and cysts

2. **Clinical Rotations** – Students rotate in OPD, ward, and minor Oral surgery under faculty supervision.
3. **Ward Rounds** – Conducted daily, where students learn:
   - Patient assessment
   - Surgical planning
   - Post-operative care
4. **Skills Sessions** – Students practice:
   - Suturing techniques
   - Local anesthesia administration
   - Tooth extraction techniques
   - Sterile protocols
5. **Case Presentations** – Each student must present at least 2 cases per rotation for evaluation.
6. **Journal Clubs** – Conducted monthly to enhance critical appraisal skills.

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 procedures (under supervision)
4. Any instruments used must be returned and documented.
5. Waste disposal and infection control protocols must be strictly followed.

EXAMINATION SOPs

Assessment Plan

	Written Examination	Viva Examination
1	Written 80 Marks	Viva total marks 160
2	Internal assessment 20	Internal assessment viva 40

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.
- **Case presentation**: Marked for communication and diagnostic ability.
- **Attendance & Professionalism**: Assessed throughout the year.

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, Final Year BDS students in the OMFS department should be competent in:

- Diagnosing common oral surgical problems.
- Performing minor oral surgeries under supervision.
- Understanding principles of surgical asepsis, anesthesia, and emergency management.
- Presenting cases clinically and academically.
- Preparing confidently for FCPS/MCPS and general practice.
