



FUNCTIONAL JAW ORTHOPEDICS – UPDATE AND IMPROVEMENT – INTERNATIONAL COURSE

Format: Classroom

Language: taught in English with French translation

1. General Information

1.1. Modality:	1.2. Organization form:	1.3. Total duration:	1.4. Schedule:	1.5. Frequency mode and organization:
Continuous training in FJO (other professional training not inserted in the national catalog of qualifications)	In presence, combining theoretical and practical sessions, including live surgery	24 hours	9 a.m. to 6 p.m. (lunch break from 1 pm to 2 pm)	One module. Group training.

1.6. Context:

Malocclusion is a pathology characterized by causing aesthetic, psychological and functional discomfort to the patient. World Health Organization considers malocclusion the third oral health problem, due to its high prevalence rate.

It is a priority to apply preventive and interceptive malocclusion procedures, giving priority to early treatments through functional orthopedic appliances which have the purpose of correcting the basal structure, to obtain a correct functional balance and using the growth to correct the malocclusion, producing effective clinical results.

Functional Jaw Orthopedics through its principles and characteristics also acts on temporomandibular pain and dysfunction, relieving symptoms and in some cases treating the problem.

2. Recipients

2.1. Recipients	2.2. Access requirements	2.3. Vacancies
Dentists	Degree in Dental Medicine	Minimum number: 10 Maximum number: 18

3. Training plan (contents, objectives, course load)

3.1. Course General objective/ Competences to be acquired

At the end of this full course, trainees will be able to:

- Deepen their knowledge about diagnosis and treatment plans with functional orthopedic appliances.
- Upgrade their knowledge on the Simões Network appliances and accessories.
- Know the whole construction sequence of the functional orthopedic appliances, prioritizing the tracing of the casts, writing of the laboratory prescription and the verification of the appliance after its construction.
- Deepen their knowledge about the sequence and priorities when choosing the appliances.

3.2. Educational Strategic Objective:

At the end of this full course, trainees will be able to:

- Perform a diagnosis and prognosis according to the specific methods of FJO (Cephalometric analysis of Simões, Petrovic and Bimler);
- Acquire knowledge about the priorities when choosing the functional orthopedic appliances;
- Acquire knowledge about the choice sequence of functional orthopedic appliances;
- Acquire knowledge about when to change the functional orthopedic appliances;
- Acquire knowledge about the use of the accessories in the appliances;
- Know the correct construction of the functional orthopedic appliances, in order to make a critical analysis of the appliances coming from the laboratory;
- Know how to trace the models and make an appliance prescription for the laboratory.
- Know how to perform the retention phase in functional orthopedic treatments;
- Deepen and update the knowledge about the SNs appliances;
- Perform the activation of the functional orthopedic appliances in the mouth;
- Seminars to discuss the clinical cases of the Institute and of the trainees.

3.3. Program Contents (modules, course load, trainers)

Nº	Name module and contents summary	Practical activities to be carried out	Couse load (T and P)
Module 1	<ul style="list-style-type: none"> • Update on Functional Jaw Orthopedics and Clinical Practice <ul style="list-style-type: none"> • Review of the SNs appliances. Indications and case-by-case analysis. • Priorities in the choices and exchanges of the Functional Orthopedic Appliances. • How to make the retention period in Functional Jaw Orthopedics. • Heels in Functional Orthopedic Appliances. Indication and construction. • Tracing of the casts and criterious elaboration of the prescription. • Cephalometric diagnosis of Simões, Petrovic and Bimler and prognosis according to the analysis. • Functional diagnosis of the patient and multidisciplinary approach. • The Know-how of the Planas Indirect Simple Tracks appliance: construction, composition and activation. Indications and contraindications. Possible complications in its use. • Accessories in the Functional Orthopedic Appliances. • Anchorage in the Functional Orthopedic Appliances. • New types of Therapeutic Posture Change. • The know-how of the SN20: construction, composition and activation. Indications and contraindications. • New SNs: SN24, SN25, SN26, SN27. Main indications. • How to develop a scientific poster of a clinical case report, according to "CARE - Case Report Guidelines". 	<ul style="list-style-type: none"> • Seminars to discuss the clinical cases of the trainees and of the Institute. • Clinical practice with activation and placement of the functional orthopedic appliances. 	<p>24h00</p> <p>(T=14h + P= 10h)</p>

4. Training development methodologies

Throughout the training sessions, the four pedagogical methods will be combined, using exposure and interrogation for the oral transmission of knowledge (with multimedia supports), so that the knowledge acquired in each module is consolidated. The demonstrative method is widely used not only through videos, real case pictures, thus resorting to technical case studies as well as through the live patient (live surgery) in which the trainees have the opportunity to see live and participate in a controlled and oriented way, acquiring efficiently and effectively the necessary practices.

The active method is favored since the target audience is professionally active and can thus exploit the real experiences of each one, as a way to approach certain contents and practices, promoting a very active participation of everyone. Practical case studies / real clinical case studies, simulated practice as well as the simulation of clinical cases are essential to the complete training of our trainees.

Additionally this course counts on dedicated consulting sessions, according to the practical cases that each trainee will bring along the course, as the learning achievement takes place.

5. Evaluation methodologies

5.1. Training evaluation

At the end of this full course, trainees will be able to:

- Evaluation of the reaction / satisfaction of the trainees and of the trainer (s) in the development and organization of the training, by completing a Satisfaction Questionnaire at the end of each module;
- Evaluation of the Trainer (s) performance, by the Pedagogical Coordinator, by completing the Trainer Performance Evaluation Questionnaire, as well as by the trainees through the Satisfaction questionnaire;
- Evaluation of the impact of the training through a survey carried out about 6 months after completing the course, accompanying the benefits of the course in the performance of functions, thus seeking to determine the transfer of learning to the real context of work, as well as the effectiveness / impact of training.

5.2. Learning evaluation

Each module has an evaluation, carried out according to the following:

5.2.1. Types of evaluation

This course has a formative evaluation, of continuous form throughout the sessions by direct observation and questioning, with the objective of giving feedback, of correcting the techniques, the competences to learn. It also has a summative evaluation, to be carried out at the end of each module through summative tests (written and / or practical).

5.2.2. Evaluation criteria

In the final classification of the course, the following criteria are taken into account:

- Attendance and punctuality– 10%

- Participation and commitment– 25%
- Acquisition and application of skills (average of the tests performed) – 65%

5.2.3. Evaluation Scale

1 - Very Insufficient | 2 – Insufficient | 3 – Sufficient | 4 – Good | 5 – Very Good (if different, update)

5.2.4. Performance

It is considered that the trainee completes the course successfully if he or she obtains a final grade equal to or greater than 3 (three).

6. Certificate

6.1. Type of document

- The trainees who successfully complete the modules receive a WSEI Certificate, according to the content of the Professional Training Certificate (Decree number 474/2010 of 8 July);
- The trainees, who do not finish successfully, can request to the Pedagogical Coordination a Declaration of Participation, in which the reasons for failing are described.

6.2. Conditions for issuing and delivering the certificate

- Certificates will only be issued at the end of the course, according to the educational achievement obtained.
- The certificate will be issued and delivered no later than one month after the end of the course, provided that the following conditions are met:
 - Completion of the modules successfully (only the completed courses are included in the certificate)
 - Compliance with the attendance regime
 - Have paid the contracted amounts referring to the attendance of the training;
- The Certificate is printed on paper, signed and stamped by the Management and can be picked up at our facilities. It may also be sent via Post Office upon request to the pedagogical coordination.

7. Attendance

- The trainees must comply with an attendance of 80% of the hours of each course and cumulatively of each module.
- The following are the reasons allowed as justification for absences: sick leave, marriage, and accompaniment of third-parties
- The fault justification process can be done by e-mail or telephone call, being preferred the use of the specific form that should be requested to the pedagogical coordinator.

8. Resources and spaces

8.1. Human Resources

For the good development of the training sessions, the following are part of the pedagogical team:

- Pedagogical Coordinator: Dr. Sandra Moisés
- Trainer (s) certified by the IEFP (CPC holders) with professional and pedagogical experience
 - Dr. Carina Esperancinha
- Administrative support

8.2. Teaching resources, materials and facilities

For the good development of the training sessions, the following spaces and resources are assured:

- Theoretical training room with an area of 48m² (but with capacity for practical activities for example to work in casts) with the following characteristics and equipment:
 - Tables and chairs of high quality and comfort with capacity for 18 trainees, with 2.5 m² per trainee;
 - Desk of the trainer composed of table and chair and also a platform with an incorporated computer;
 - The trainer's desk is also equipped with a Camcorder;
 - White board and flipchart;
 - 1 LED screen of 84 inches with 4 inputs (projection / playback presentations, videos, live surgery images etc);
 - 2 LED screens of 55 inches each (projection / playback presentations, videos, live surgery images etc);
- Practical training room / Medical cabinet with 16.66 m² with the application of the "live surgery" method, allowing the trainees to attend live intervention in real cases and to practice:
 - Medical cabinet with a stomatology chair, 2 cameras in the ceiling with great zoom and sharpness capability and a ceiling microphone;
 - 2 wireless headset microphones with sound system in the auditorium and in the medical cabinet.
 - Intraoral and extra-oral cameras in the stomatology chair.
- Appliances construction laboratory with 21.57m², equipped with furniture and all the equipment needed to construct the appliances, with direct communication to the theoretical training room,
- Other equipment:
 - Multicam System
 - Canon Professional Camera
 - Consumable materials (gloves, bibs, cups, medical tweezers, etc.)
- All training spaces have: excellent lighting conditions (natural and artificial light), thermal and acoustic comfort, compliance with safety and hygiene rules;
- Access to WC without gender differentiation; access for people with reduced mobility;

- All trainees have access to the pedagogical documentation used during the training, namely manuals and / or presentations, made available digitally in the personal area of each trainee in the training management platform.