



FUNCTIONAL ORTHOPEDIC APPLIANCES CONSTRUCTION

Format: In presence

Language: taught in portuguese and english

1. General Information

1.1. Modality: Continuous training in FJO (other professional training not inserted in the national catalog of qualifications)	1.2. Organization form: In presence, combining theoretical and practical sessions, including live surgery.	1.3. Total duration: 72 hours (24h per module)	1.4. Schedule: 9 a.m. to 6 p.m. (lunch break from 1 pm to 2 pm)	1.5. Frequency mode and organization: Organized in 3 modules, all compulsory attendance (modular frequency is only allowed for trainees who have already attended the course previously) One module every two months. Group training.
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1.6. Context:

Functional Jaw Orthopedics is already recognized as a specialty in Brazil and has been increasingly valued in Europe, with more and more professionals who know and adopt it as a treatment philosophy. We felt the necessity to have professionals dedicated to the manufacturing of the functional orthopedic appliances. As it is fundamental that the dentist and the prosthodontist work together, we propose a training course, to construct the appliances as the result of the study, diagnosis and treatment plan of dentist whose prescription can be understood and executed by the prosthodontist with the greatest accuracy and excellence.

2. Recipients

2.1. Recipients Prosthodontists, dentists, health professionals	2.2. Access requirements Degree in Dental Medicine or in prosthodontics and dental technician prosthetics	2.3. Vacancies Minimum number: 12 Maximum number: 18
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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:

- Endow professionals with knowledge about Functional Jaw Orthopedics and its appliances.
- Provide information on the indications and composition of several functional orthopedic appliances and practice their construction.

3.2. Educational Strategic Objective:

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

- To know the action mechanisms and basic characteristics of Functional Jaw Orthopedics;
- To know the action mechanisms of several functional orthopedic appliances;
- To know the indications and contraindications of the different functional orthopedic appliances;
- To know how to trace casts for the construction of the functional orthopedic appliances;
- To know and interpret correctly the functional orthopedic appliance prescription;
- To know the composition and activation of different functional orthopedic appliances;
- To know how to build the different functional orthopedic appliances.

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	Planas Functional Jaw Orthopedic appliances <ul style="list-style-type: none"> • Action mechanisms and basic characteristics of Functional Jaw Orthopedics; • Action mechanisms of the functional orthopedic appliances; • Tracing of casts for the construction of functional orthopedic appliances; • Interpretation of the prescription for the functional orthopedic appliance; • Indications and contraindications of the functional orthopedic appliances PIPS, PIPC, PIPE; • Composition and activation of the functional orthopedic appliances PIPS, PIPC, PIPE; 	<ul style="list-style-type: none"> • Construction of the functional orthopedic appliances PIPS, PIPC, PIPE. 	Total:24h00 Theoretical: 4h00 Practical: 20h00
Module 2	Simões Functional Jaw Orthopedic appliances I <ul style="list-style-type: none"> • Indications and contraindications of the functional orthopedic appliances SN2, SN3, SN6; • Composition and activation of the functional orthopedic appliances SN2, SN3, SN6. 	<ul style="list-style-type: none"> • Construction of the functional orthopedic appliances SN2, SN3, SN6. 	Total:24h00 Theoretical: 4h00 Practical: 20h00

<p>Simões Functional Jaw Orthopedic appliances II</p> <ul style="list-style-type: none"> • Indications and contraindications of the functional orthopedic appliances SN1, SN11, SN12; • Composition and activation of the functional orthopedic appliances SN1, SN11, SN12; • Accessories in functional orthopedic appliances. 	<ul style="list-style-type: none"> • Construction of the functional orthopedic appliances SN1, SN11, SN12; 	<p>Total:24h00 Theoretical: 4h00 Practical: 20h00</p>
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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 God (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:
 - Dra. Carina Esperancinha
 - Ana Cristina Oliveira
- 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);
- 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:
 - 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.