



COURSE – FUNCTIONAL JAW ORTHOPEDICS

Format: B-learning

Language: English

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 included in the national qualifications catalog) | E-learning, asynchronous and synchronous sessions and in presence, combining theoretical and practical sessions, including live surgery | 320 hours 227 e-learning hours + 48 classroom hours 320 horas | Flexible. Synchronous sessions are scheduled between trainee and trainer, according to the schedule provided Presential: 9am to 6pm | Organized in 10 modules with 3 mandatory classroom sessions (modular attendance is only allowed in the case of trainees who have previously attended the course). Individual frequency. |

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. Target audience

| 2.1. Target audience | 2.2. Access requirements | 2.3. Organization |
|----------------------|---|---------------------------------------|
| Dentists | Degree in Dental Medicine Computer access and internet connection Computer skills from the user's point of view | Not applicable (individual frequency) |

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

3.1. General objectives / Competencies to be acquired

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| This complete course aims to provide in-depth knowledge that allows early diagnosis, prevention and treatment of malocclusions, applying functional orthopedic techniques and the respective appliances, as well as recognizing the importance of treating malocclusions in a multidisciplinary concept. |
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3.2. Specific learning objectives

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| At the end of this full course, trainees will be able to: <ul style="list-style-type: none"> Recognize the advantages of early treatment of malocclusions Carry out a correct diagnosis and prognosis of clinical cases, using specific diagnostic methods of Functional Jaw Orthopedics (FJO); Recognize the appliances indicated for the treatment of each type of malocclusion, according to FJO; Recognize the appliances indicated to treat pain and temporomandibular disorders, according to FJO; Recognize the importance of treating malocclusions in a multidisciplinary concept; Identify the principles, characteristics and mechanisms of action of functional orthopedic appliances, according to FJO; Recognize the Neuro-occlusal Rehabilitation philosophy of Planas, according to FJO; Recognize the Laws of Planas for Growth and Development of the Stomatognathic System; Identify the preventive methods of malocclusions, according to FJO; Develop treatment plans, according to the Functional Jaw Orthopedics; Know the activation and clinical handling of the Functional Orthopedic Appliances. |
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3.3. Program Contents (modules, workload, trainers)

| Nº | Module name and contents summary | Activities to be carried out | Dates | Couse load |
|----------|---|---|---|---|
| Module 1 | <p>Introduction to Functional Jaw Orthopedics: Principles, Action Mechanisms and Physiological Bases. Neuro-occlusal Rehabilitation Philosophy:</p> <ul style="list-style-type: none"> The importance of early treatment of malocclusions; History and evolution of Functional Jaw Orthopedics (FJO); Definition, Fundamental Principles and Basic Characteristics of FJO; Basic Mechanisms of Action of FJO: Functional Priority Octagon, Muscle Reins Theory, Types of Therapeutic Posture Change; Craniofacial growth and development; Principles of Neuro-Occlusal Rehabilitation (NOR): masticatory function and occlusal balance; Planas Laws of Development of the Stomatognathic System; The 4 Key Concepts of Mastication. | <p>Practical activities:</p> <ul style="list-style-type: none"> Visualization of the learning object Online visualization of the module via zoom or recorded module Carrying out of training activities Carrying out of worksheets Carrying out a knowledge test | Must be started and completed in the same month | <p>Total:32 hours</p> <p>e-learning</p> |
| Module 2 | <p>Etiology, Prevention and Early Treatment of Malocclusions. Diagnosis and Prognosis in Functional Jaw Orthopedics.</p> <ul style="list-style-type: none"> Etiology and prevention of malocclusion Diagnostic methods in FJO: <ul style="list-style-type: none"> Anamnesis and clinical and functional diagnosis in FJO; Cephalometric Diagnosis: Simões Cephalometric Analysis; Bimler Cephalometric Analysis; Lavergne and Petrovic Analysis; Rocabado Analysis; Vertebral Analysis; Documentation in FJO: Clinical record, X-rays, Study Models and Photography. | <p>Practical activities:</p> <ul style="list-style-type: none"> Visualization of the learning object Online visualization of the module via zoom or recorded module Carrying out of training activities Carrying out of worksheets <ul style="list-style-type: none"> Carrying out a knowledge test | Must be started and completed in the same month | <p>Total:32 hours</p> <p>e-learning</p> |
| Module 3 | <p>Multidisciplinary treatments and Myofunctional Therapy in FJO. Functional Orthopedic Appliances: Planas Simple, Planas Compound and Planas Special: Mechanisms of action, Indications, Composition and Activation, Casuistry</p> <ul style="list-style-type: none"> The importance of multidisciplinary treatment of malocclusions; Myofunctional Therapy and its relationship with FJO; Prevention levels in FJO: selective grinding and Planas direct tracks Functional Orthopedic Appliances: Mechanisms of action, Indications, Composition and Activation <ul style="list-style-type: none"> PIPS – Planas Indirect Simple Tracks PIPC – Planas Indirect Compound Tracks PIPE – Planas Indirect Special Tracks Accessories in functional orthopedic appliances; | <p>Practical activities:</p> <ul style="list-style-type: none"> Visualization of the learning object Online visualization of the module via zoom or recorded module Carrying out of training activities Carrying out of worksheets Carrying out a knowledge test | Must be started and completed in the same month | <p>Total:32 hours</p> <p>e-learning</p> |
| Module 4 | <p>Functional Orthopedic Appliances: Simões Network 2, 3, 6. Mechanisms of action, Indications, Composition and Activation; Casuistry</p> <ul style="list-style-type: none"> Functional Orthopedic Appliances: Mechanisms of action, Indications, Composition and Activation <ul style="list-style-type: none"> SN2 – Simões Network 2 SN3 – Simões Network 3 SN6 – Simões Network 6 | <p>Practical activities:</p> <ul style="list-style-type: none"> Visualization of the learning object Online visualization of the module via zoom or recorded module Carrying out of training activities Carrying out of worksheets Carrying out a knowledge test Review of the contents of the 1st, 2nd, 3rd and 4th modules (in classroom) Presentation and discussion of trainees' clinical cases (in classroom) <ul style="list-style-type: none"> Collocation, activation and clinical handling of Functional Orthopedic Appliances in patients (in classroom) | Must be started and completed in the same month | <p>Total:32 hours</p> <p>16 hours In classroom</p> <p>16 hours e-learning</p> |

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| Module 5 | <p>Functional Orthopedic Appliances: Bimler A, Bimler C, Simões Network 1 and 4. Mechanisms of action, Indications, Composition and Activation; Casuistry</p> <ul style="list-style-type: none"> Functional Orthopedic Appliances: Mechanisms of action, Indications, Composition and Activation <ul style="list-style-type: none"> Bimler A and C SN1 – Simões Network 1 SN4 – Simões Network 4 | <p>Practical activities:</p> <ul style="list-style-type: none"> Visualization of the learning object Online visualization of the module via zoom or recorded module Carrying out of training activities Carrying out of worksheets Carrying out a knowledge test | <p>Must be started and completed in the same month</p> | <p>Total:32 hours</p> <p>e-learning</p> |
| Module 6 | <p>Functional Orthopedic Appliances: Simões Network 7, 8, 9. Mechanisms of action, Indications, Composition and Activation; Casuistry</p> <ul style="list-style-type: none"> Functional Orthopedic Appliances: Mechanisms of action, Indications, Composition and Activation <ul style="list-style-type: none"> SN7 – Simões Network 7 SN8 - Simões Network 8 SN9 - Simões Network 9 | <p>Practical activities:</p> <ul style="list-style-type: none"> Visualization of the learning object Online visualization of the module via zoom or recorded module Carrying out of training activities Carrying out of worksheets <ul style="list-style-type: none"> Carrying out a knowledge test | <p>Must be started and completed in the same month</p> | <p>Total:32 hours</p> <p>e-learning</p> |
| Module 7 | <p>Functional Orthopedic Appliances: Simões Network 10, 11, 12. Mechanisms of action, Indications, Composition and Activation; Casuistry</p> <ul style="list-style-type: none"> Functional Orthopedic Appliances: Mechanisms of action, Indications, Composition and Activation <ul style="list-style-type: none"> SN10 - Simões Network 10 SN11 - Simões Network 11 SN12 - Simões Network 12 | <p>Practical activities:</p> <ul style="list-style-type: none"> Visualization of the learning object Online visualization of the module via zoom or recorded module Carrying out of training activities Carrying out of worksheets Carrying out a knowledge test <p>Review of the contents of the 5th, 6th, and 7th modules (in classroom)</p> <ul style="list-style-type: none"> Presentation and discussion of trainees' clinical cases (in classroom) Collocation, activation and clinical handling of Functional Orthopedic Appliances in patients (in classroom) | <p>Must be started and completed in the same month</p> | <p>Total:32 hours</p> <p>16 hours In classroom</p> <p>16 hours e-learning</p> |
| Module 8 | <p>Temporomandibular Dysfunction and Pain. Functional Orthopedic Appliances: Simões Network 20, 21, 22, 23, 24. Mechanisms of action, Indications, Composition and Activation; Casuistry</p> <ul style="list-style-type: none"> Temporomandibular dysfunction and orofacial pain and treatment with functional orthopedic appliances; Functional Orthopedic Appliances – Mechanisms of Action, Indications, Composition and Activation: SN20, SN21, SN22, SN23, SN24 | <p>Practical activities:</p> <ul style="list-style-type: none"> Visualization of the learning object Online visualization of the module via zoom or recorded module Carrying out of training activities Carrying out of worksheets Carrying out a knowledge test | <p>Must be started and completed in the same month</p> | <p>Total:32 hours</p> <p>e-learning</p> |
| Module 9 | <p>Approach to different types of malocclusion through Functional Orthopedic Appliances:</p> <p>Approach, through FJO, of the different types of malocclusions: crossbite, distocclusion (Class II) , mesiocclusion (Class III), open bite, overbite and crowding;</p> <ul style="list-style-type: none"> Diagnosis and selection of the OFA in different clinical cases. | <p>Practical activities:</p> <ul style="list-style-type: none"> Visualization of the learning object Online visualization of the module via zoom or recorded module Carrying out of training activities Carrying out of worksheets <ul style="list-style-type: none"> Carrying out a knowledge test <p>Review of the contents of the 8th, 9th, and 10th modules (in classroom)</p> <ul style="list-style-type: none"> Presentation and discussion of trainees' clinical cases (in classroom) Collocation, activation and clinical handling of Functional Orthopedic Appliances in patients (in classroom) | <p>Must be started and completed in the same month</p> | <p>Total:32 hours</p> <p>e-learning</p> |
| Module 10 | <p>Seminars on Diagnosis and Treatment Plan for Clinical Cases:</p> <ul style="list-style-type: none"> Systematic approach to each appliance for each type of malocclusion; <p>Review of the diagnosis and selection of the sequence of appliances in the different malocclusions.</p> | <p>Practical activities:</p> <ul style="list-style-type: none"> Visualization of the learning object Online visualization of the module via zoom or recorded module Carrying out of training activities Carrying out of worksheets Carrying out a knowledge test | <p>Must be started and completed in the same month</p> | <p>Total:32 hours</p> <p>e-learning</p> |

4. Training development methodologies

The FJO course is organized by modules and its structure is in accordance with the E-learning specifications and standards. The trainee can access the contents of the course on the Lisbon School platform at any time, according to his / her availability and respecting the defined schedule.

The use of the technological solutions of E-learning allows the training to be carried out in:

- Synchronous Training (online sessions) through the chat and / or videoconference that is on the Lisbon School E-Learning platform, so that the trainee can clarify doubts with the tutor - scheduled a synchronous session per module before the evaluation test.
- Asynchronous training through tests and learning objects, allowing the trainees to study at their own pace and according to their availability. Active and demonstrative methods are used through dynamic learning objects, combining self-study and production and participation in activities to promote the learning process. In each module, clinical cases are visualized, using the interrogative method, with topics for discussion activities, which lead the trainee to be active in their learning, always with feedback and guidance from the trainer.

5. Evaluation methodologies

5.1. Training evaluation

This course will be evaluated according with the following:

- Evaluation of the reaction / satisfaction of the trainees and of the trainer (s) /tutor (s) in the development and organization of the training, by completing a Satisfaction Questionnaire at the end of each module;
- Evaluation of the performance of the trainer / tutor by the Pedagogical Coordinator, by filling out a Performance Evaluation Questionnaire, as well as by the trainee 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 training evaluation, continuously throughout the synchronous and asynchronous sessions. There is also the summative evaluation, to be carried out at the end of each module through summative tests.

5.2.2. Evaluation criteria

For the final classification of each module, the following criteria and respective weights are taken into account:

- Participation in the training activities and worksheets - 39%
- Acquisition and application of skills (average of tests performed) - 61%

5.2.3. Evaluation Scale

1 - Very Insufficient | 2 – Insufficient | 3 – Sufficient | 4 – Good | 5 – Very Good

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).

The final grade of the course is reached through the average of all modules. It is only possible to issue a final grade of the course after successfully completing all the modules.

6. Certificate

6.1. Type of document

- The trainees who successfully complete the modules receive a Professional Training Certificate, according to the Law 474/2010 of July 8;
- The certificate is issued at the SIGO Platform, and the competences are credited in the “Passaporte Qualifica” of each student for the purposes of “Passaporte Qualifica”;
- The access key to the “Passaporte Qualifica” will be issued at the SIGO platform to trainees who do not yet have it.
- 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.
- A trainee who does not meet the conditions necessary to issue the Certificate at SIGO (because they do not have a valid identification document in this system) will be issued a WSEI Certificate, according to the contents of the Vocational Training Certificate.

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)
- 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

In the E-learning format there is no attendance control, as there are no classroom sessions. However, the trainees must comply with all the activities proposed in each module, all activities are mandatory.

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, with skills in e-learning.
- Trainer (s) certified by the IEFP (CPC holders) with professional and pedagogical experience and skills in e-learning.
- Administrative support / Attendance
- Platform Technical Support

8.2 Teaching resources, materials and facilities

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

- E-learning platform with learning contents and other pedagogical documentation, namely manuals and multimedia presentations. The platform provides dynamics and interaction through the available features and functionality: sending messages, forums, downloading and uploading of documents, sequential and object-oriented browsing of multimedia learning, glossaries, etc.
- 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.