

Protocol Course and Case Presentation Guidelines

What is a Protocol Course?

A protocol course is another means of providing participation credit. The format combines lecture and on-site/in-office course work. Initially, participants attend a lecture and demonstration. At the end of this session, attendees are given an assignment to complete on their own. After presenting the results of their assignments, attendees receive participation credit hours for completing the assignments while not under the direct supervision of an instructor, as well as for their initial classroom attendance.

The in-office assignments are typically hands-on work with models, patients, or devices. After an agreed-upon amount of time to complete patient treatment and homework assignments, the group will reconvene with the other participants, the Program Director (PD), and the instructor or predesignated evaluator for case presentations and further educational discussion. Presentations only can be presented to the original group that was present at the initial session, including the original instructor or the predetermined evaluator. Participants receive participation credit for the protocol course only if they complete the in-office "homework" assignment and return to present their case work. Those who do not complete the assignment can receive only lecture credit, unless there were hands-on activities conducted during the classroom session.

What does a Case Presentation Include?

Utilizing records developed during treatment, each participant will take about 15 or 20 minutes to present a complete case presentation to the group.

Homework assignments must be meaningful and challenging but within the ability of each individual participant. The presentation should include documentation and presentation of consents and releases, medical/dental history, preoperative records (exam findings, radiographs, models, etc.), diagnosis, treatment plan, and the final treatment provided. In addition to this information, presentations should include rationale for treatment and any outcome, whether good or bad. Following the presentation, the group will be allowed to discuss and challenge the presentation, and the PD, instructor or pre-designated evaluator should lead the group in discussion to enrich participants' education.

How is a Case Presentation Evaluated?

The PD, instructor or pre-designated evaluator will critique each presentation and award credit based on the criteria set forth for the assignment and the above criteria. In addition to a presentation made to the original group, the student must also email the presentation to the designated evaluator for a final mark graded as Excellent, Good or Poor, with Excellent and Good qualifying as passing grades.

It is up to the PD and instructor to decide the number of hours earned by the participant. If full credit is not awarded due to lack of preparation or participation, the director may give the participant the right to redo the project to earn the remainder of the hours.