Peer Review of Shahd Khudher’s Formal Report

By: Miranda Hoang, English 301 Student Writer

To: Shahd Khudher, English 301 Student Writer

Date: July 18, 2021

Subject: Improving Infection Control in the Orthodontic Office after the COVID-19 Pandemic

Dear Shahd, thank you for submitting the assignment for 3:2 Draft of your Formal Report; you have constructed a well-organized document proposing improved infection control in the orthodontic office after COVID-19. This is a worthwhile investigation and will benefit clinicians and patients alike. As an oral health professional, I am all too familiar with the conflicting regulations as well as the added burden of PPE to our profession. Please see my review of your document below with minor suggestions for improvement.

**First Impressions:**

Well done Shahd, you have followed the assignment requirements, and have done a great job painting a picture as to how an orthodontic office is laid out, this will aid the non-technical reader in examining the situation. This report is organized into sections and subsections creating a nice flow that is easy to follow.

* One area of improvement would be to ensure in-text references are made in MLA style to any secondary sources you quote, paraphrase, or otherwise use in the report.
* Keep in mind your report is for Dr Saunders who has obvious dental background so there is no need to go into detail regarding full names of regulatory bodies as well as explanation of PPE or N95.

**Organization:**

This proposal is nicely organized. There is proper use of headings, and they are easily identifiable.

* One small detail, table of contents should not be page one.
* Figure (a) is in the middle of a paragraph breaking up the flow. It might be beneficial to move it to below the paragraph.
* Try to highlight the proposed solutions more as this is the purpose of the report, as well as possibly move higher up in the document.
* Try to avoid large chunks of text.
* I know you have a separate subheading for figures and visuals, however strategically placing visuals throughout the document to support the information might offer a more organized flow.

**Introduction:**

The introduction clearly identifies the reader and the situation that the report is addressing.

* Avoid the negative- try writing this report is addressed to Dr Saunders to *recommend* implementing changes to the Ancaster Orthodontic Clinic to *enhance* current IPAC protocol.
* Remember to keep writing in the present tense, avoiding past tense.

**Statement of the problem:**

Your qualifications and experience have led to a thorough investigation of the problem. Dr Saunders and the Ancaster Orthodontic clinic will benefit from this document.

* It might be useful to pull some research data on the risk to dentists and dental hygienists on contracting COVID-19, and/or the importance on proper use of PPE, this will only reinforce the importance of the report.
* Instead of stating that dental offices ‘*tend to’* create aerosols, rewrite stating that ‘*dental offices do create aerosols’* as we know this is a definite risk to patients and clinicians.
* If you feel it is necessary to discuss the conflict between the CDHO and RCDSO, it might be useful to explain what those conflicts are and why this is an issue. Try to clarify this section a little bit.

**Proposed solution:**

As stated above, this is further down the document and therefore not as easily accessible. Maybe try a heading using the title Proposed Solutions in order to highlight the recommendations.

* Including updated health measures recommended by public health, as this is what CDHO follows, might be a nice way to lead into the proposed solution.
* As mentioned above moving some of the appropriate figures into this section would be useful.

**Conclusion:** Great conclusion. This reviews the purpose of the report and the bullet points at the end highlight areas of focus for Dr Saunders.

**Grammar/Technical Errors**

Please refer to the following suggestions, it is up to you as to whether or not you incorporate these into your revised report.

* For the purpose of the formal report try replacing & with ‘and’ in adherence with technical writing
* Under introduction, rewrite -‘*the previous guidelines were affected greatly’* to *‘ the previous guidelines were modified greatly by COVID-19’*
* Under introduction, rewrite-*‘this environment is not functional in situations like the covid-19 pandemic, where isolation and disinfection need to be on high levels’* to ‘ *this environment creates difficulty during situations like the COVID-19 pandemic where isolation and disinfection are of the utmost priority’*
* Under the purpose of the report try writing ‘*proposed solution’* rather than *‘best solution’*
* Under statement of the problem, try rewriting the first sentence to ‘*In a clinical setting, infection control guidelines are followed with a great deal of attention’,* as it flows a little better.
* Under statement of the problem, try rewriting ‘*With many diseases that could transmit through contact or air’ to ‘As many diseases have the potential to transmit through the air or through contact, an open concept clinic is not ideal’* then a separated sentence could read ‘*Covid-19 is a highly contagious disease that displays a high mortality rate, requiring dental offices to implement stricter guidelines and updated measures’*
* Under Scope Rewrite- ‘*to determine the feasibility of the proposed solutions and transformation of orthodontic clinics to more safe practice during the pandemic, I intend to explore the following areas of scrutiny’* to ‘*to determine the feasibility of the proposed solution and transformation of orthodontic clinics to a safer practice environment during the pandemic….’*
* Under purpose rewrite ‘*Ideally, dental offices should consist of separate closed treatment rooms are sealable if required*’ to ‘*Ideally, dental offices should consist of separate closed treatment rooms that have the ability to become sealable when required’.*
* Last sentence under purpose – rewrite *currently operating clinics, to current operating clinics.*
* Under Scope- rewrite *‘to determine the feasibility of the proposed solutions and transformation of orthodontic clinics to more safe practice during the pandemic, I intend to explore the following areas of scrutiny*’ to ‘*to determine the feasibility of the proposed solutions and transformation of orthodontic clinics to a safer practice environment during the pandemic….’*
* Last paragraph under current guidelines, rewrite *‘The number of people in the clinic is also now regulated, since COVID-19 transmits through air droplets and close proximity, it is crucial to practice social distancing and only logical not to pack the clinical setting’* to ‘ *The number of people in the clinic is regulated, since COVID-19 transmits through air droplets and close proximity, it is crucial to practice social distancing limiting the number of clinicians and patients that can be within he office at one time’*
* Under risk and prevention- rewrite *‘As explained, the risk of acquiring highly infectious diseases is one of the highest in the dental clinical setting’* to *‘Dental professionals fall into a high-risk category, owing to aerosols and droplets produced during virtually all dental procedures.’*
* Under solutions, instead of writing *our clinic*, write *Ancaster Orthodontic Clinic*

**Conclusion**

After editing the minor grammar/technical errors listed above, it is up to your discretion to make the following revisions

* Proper use of in-text citations
* Avoid going into detail about regulatory bodies as the report is addressed to Dr Saunders
* Take page one off table of contents.
* Move figure (a) to bottom of paragraph
* Highlight the proposed solution
* Avoid large chunks of text
* Strategically place visuals throughout the document
* Avoid the negative, and writing in past tense
* Pull some data on Covid-19 risks to oral health care professionals
* Briefly explain conflicts between RCDSO and CDHO and what it means for the dental hygienist
* Include updated health measures released by Public Health

Overall, you have constructed a great first draft of an important formal report. Being a fellow RDH, I understand the importance of following proper IPAC guidelines as well as collaboration among regulatory bodies for the protection of the public.