To: Dr. Erika Paterson, Professor

From: Miranda Hoang, Student

Date: June 25, 2021

Subject: Progress of formal report

As per assignment 2:3, a formal report outline has been posted to the RDH Writers team forum. In this email you will find a progress report on the Formal Report assignment along with a link to the survey questions that are also posted on the abovementioned team forum.

The primary audience of the Formal Report is Dr Gurbaz Sandhu, Dentist/Owner of Spencer Dentistry. As the owner of the clinic, Dr Sandhu would be the one to approve changes to current protocol. The secondary audience of this report would be all other dentists and dental hygienists employed by Spencer Dentistry. My relationship with the audience is that of employee and colleague.

The purpose of this Formal Report is to inform Dr Sandhu and the staff of Spencer Dentistry about the importance of studying the current AAP Periodontal classifications to calibrate clinical diagnosis of the patient. In addition, this report will encourage the development of a protocol that if followed will streamline the referral process for the betterment of the patient. Lastly, ensuring proper documentation of all recommended referrals and refusal of treatment forms as needed to protect Spencer Dentistry from possible accusation of failure to inform the patient.

The significance of this report is to facilitate proper education about the new AAP classifications and to provide the clinicians of Spencer Dentistry a guideline on when to discuss the benefits of a periodontal referral with their patients. By having a step-by-step approach to follow, this will ensure that patients will be accurately diagnosed in a timely manner to reduce the risk of surgical intervention and or tooth loss.

Research Plan:

* Identify the problem: There is an inconsistency in among staff members at Spencer Dentistry when it comes to the diagnosis of the periodontally involved patient.
* Primary Data Source: Email survey questions to 20 dental hygienists practicing in Ontario to determine scope of inquiry and possible solutions.
* Secondary Data Source: Literature review regarding recommendations for periodontal diagnosis and referral as published by: AAP, CDHO, RCDSO, CDHA, ODA
* Apply research findings and develop a step-by-step approach that can be easily followed.

Writing Schedule: Once the survey questions have been reviewed, and adjustments are made according to any recommendations, they will be sent out via email in a timely manner to approximately 20 dental hygienists practicing in Ontario. Responses will be requested by the week of July 5 to begin preparing the draft. Secondary research will begin as soon as possible to support findings of the survey. First draft of the Formal Report will be posted to the team forum by July 14, 2021. From that point, the RDH Writers team will pair off to complete the peer review by July 19, 2021, and post to the team forum. Taking the recommendations of the peer review into consideration, I will revise the report and post a final copy my Formal Report to the team forum as a pdf.

**301 Miranda Hoang Formal Report Survey Questions**

I am an undergraduate student at UBC, working on my Bachelor of Science in Dental Hygiene and I am engaged in a technical writing project. The purpose of this survey is to obtain primary data for an analysis and investigation that aims to provide recommendations for improving periodontal disease diagnosis and the referral process within the office I work at. More specifically I want to explore how effective our office is at diagnosing and referring periodontal patients, as well as explore how other offices are determining which patients require a periodontal referral. The final formal report will be addressed to the owner of the clinic where I work. Together with a literature review, the data I gather from this survey will serve the ultimate purpose of providing recommendations for improving our office protocol for diagnosing and referring our patients with periodontal disease. This survey contains 11 questions, and it should take approximately 5-10 minutes of your time. Your responses are voluntary and anonymous. Thank you, I appreciate your generous participation in my survey.

Survey Questions

1. How often is periodontal probing completing on patients within your practice?
2. Do you feel this is sufficient?
3. Have you and the staff within your practice taken a course or lesson on the new AAP Periodontal classifications?
4. If not, please indicate why not. For example, lack of time, DDS not diagnosing using the new classifications etc.
5. If yes, please indicate where you accessed the information. For example, online, professional reading, lecture etc.
6. Are the clinicians within your office calibrated on periodontal disease diagnosis and referral?
7. Is there a protocol within your office for when to make a periodontal referral?
8. Have there been times when there is a disagreement between the dentist and hygienist on when to make a periodontal referral?
9. If yes, how is this handled?
10. If a referral is recommended and the patient declines, is there a ‘Refusal of Referral’ form in place within your practice?
11. If no, how is this noted within the patient chart?

Please feel free to share any additional information that has not been discussed.

Thank you for your time!