To: RDH Writers Team

From: Shahd Khudher

Date: June 25, 2021

Subject: Formal Report Outline - Enhancing Infection Control: COVID-19 Impact on Orthodontic office.

1. Introduction:
2. Description and background
3. Purpose of this report
4. Data description
5. Scope of the issue
6. Body: Data & Plan
7. Previous infection control practices.
8. Current guidelines and regulations.
9. Conflict between regulatory bodies.
10. Risks and prevention.
11. Process of upgrade and cost.
12. Planning and methods.
13. Staff training and policy implementation.
14. Visual analysis.
15. Timeline.
16. Conclusion:
17. Summary of the findings.
18. Suggestions and recommendations.

To: Dr. Erika Paterson, Professor

From: Shahd Khudher, Student

Date: June 25, 2021

Subject: Formal Report Progress

Dear Dr. Paterson,

A formal report outline was posted on the team forum as requested. This email intends to provide a progress report on the Formal Report and includes the URL links to the survey and interview questions posted on the team forum.

The orthodontist (practice owner) will be the focused audience as the final decision maker. The dental staff members will be the secondary audience.

The purpose of the report is to identify the missing aspects in the infection control process in an orthodontic office and find solutions to stay in line with the required updates during the pandemic. Also, it aims to implement policies and train staff to maintain the standards mandated by the healthcare officials.

The significance lay in the importance of protecting the public from any potential harm caused by the lack of adhering to the updated guidelines.

Research plan:

* Identify the problem: The new guidelines during the pandemic, made it difficult to operate a normal orthodontic clinic. For example, open concept clinic is not allowed in the current situation. After proper examination of the problem, solutions would be to change the working environment and implement the new policies, like utilizing barriers or limiting the number of patients and staff.
* Data sources: the primary would be surveys and my own experience within the field. Secondary sources will be the scientific based data as well as peer-reviews and college guidelines.
* Statistical information as well as visual aids and illustrations will be included.

Writing schedule: upon approval, the survey and interviews will be conducted. Collection of the remaining data will take place afterwards. Between June 29 & July 10, a draft of the report should be ready after analysing all the data and research. Will post the draft on the due date of July 14. Peer-review to follow and should be posted on the due date of July 19. The final formal report should be edited and ready by July 28 and posted as pdf to the team forum.

**I am an undergraduate student at UBC, currently working on 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**infection control practices in orthodontic clinic during the pandemic.**The final formal report will be addressed to** the clinic owner. The data gathered from**this survey will serve the ultimate purpose of providing recommendations for**increasing efficiency and enhancing infection control to protect both the public and staff.**The survey contains 10 questions, and it should take about 5 minutes of your time. Your responses are voluntary and anonymous. Your generous participation in this survey is greatly appreciated.**

Survey Questions:

1. Did you receive any training for the new guidelines of infection control during the pandemic? Yes/No
2. Were there any changes implemented in the office? Yes/No
3. How many patients are booked daily and how many staff members are working in the clinic?
4. Is there any new equipment installed in the office? Yes/No. if yes, did you receive the proper training to operate them? Yes/No
5. Do you use PPE and change them according to the guidelines? Yes/No
6. Do you use barriers and change them according to the guidelines? Yes/No
7. How difficult is it to carry on daily tasks with the new change? Not so difficult/somehow difficult/extremely difficult
8. Is patient and staff temperature being taking upon arrival to the clinic? Yes/No
9. Do you have an infection control officer in the office? Yes/No
10. How satisfied are you with the current infection control policies? Somehow satisfied/could be improved/extremely satisfied

Extra notes & suggestions: