**Memorandum**

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), Dr. Saunders, 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, the report aims to implement policies and train staff to maintain the standards mandated by the healthcare officials.

The significance lay in the importance of insuring that standards are up to date and protecting the public from any potential harm.

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 analyzing 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.

Survey Link: <https://blogs.ubc.ca/engl301-98a-2021sa/2021/06/25/survey-of-formal-report/>