

MEMORANDUM

To: Dr. Erika Paterson, ENGL 301 Professor

From: Tarandeep Atwal, ENGL 301 Student

Date: November 16, 2019

Subject: Progress report- Minimizing caries risk in adolescent clients at Springdale Dental

I am writing to update you on the progress of my formal report about minimizing caries risk in adolescent clients at Springdale Family Dental. I have provided details below about the audience of the report, significance and purpose of the report, research plan and the writing schedule. I have also attached the pdf links to survey questionnaire as well as interview questions.

Audience of the Report

The audience of my report are:

- Harpaul Anand, the dentist, owner of the Springdale Family Dental and the authorized decision maker in implementing new interventions.
- Haseera Mohammed, Alka Nayyar and Gurbaksh Shokar, the registered dental hygienists. They are directly involved in providing preventive care to the clients.

Purpose of the Report

The purpose of the report is to identify the causative factors for the increasing incidence of caries and to implement the needful preventive treatment interventions. The causative factors can then be addressed to overall decrease the caries incidence among adolescents.

Significance of the Report

This report will put forth the recommendations that will benefit the adolescent clients of the practice/office. This will generate a positive environment for the clients as well as the dental team. Consequently, the primary focus of the dental team for disease prevention will remain achievable.

Research Plan

- Identify the caries problem in adolescent clients and offer suggestions for solution.
- Investigate the causative factors and preventive treatment interventions.
- Compose survey questions for clients and collect primary data from survey.
- Compose interview questions for the dentist and the dental hygienists, and conduct interviews.
- Analyze the results with the help of data gathered from survey and interviews.
- Analyze theories about preventive treatment interventions with the help of secondary data from research articles, online journals.

Writing Schedule

- November 8: Formal report outline submission
- November 9-12: Creating survey and interview questions considering ethics
- November 16: Submission of progress report on formal proposal report
- November 18-24: Conducting interviews and surveys to gather primary data for the report
- December 4: Formal report draft submission
- December 10: Peer review of formal report draft and revision of my report based on peer's suggestions
- December 19: Final report submission

Upon your approval of survey questions, I will promptly begin my data collection through survey and interviews, followed by formal report draft.

Survey Questionnaire for adolescent clients

I am an undergraduate student at UBC undertaking a technical writing course. The purpose of this survey is to gather primary data for investigating and analysing the risk factors for cavities (caries). This data along with other resources will be used to further provide recommendations for improving the oral health of clients and minimize cavities risk. The final formal report will be addressed to the dental team at Springdale Family Dental. The survey consists of 7 multiple choice questions, which should only take 3-5 minutes of your valuable time. The responses are voluntary and anonymous. Your participation will be much appreciated in completing this survey.

- 1) How often do you visit the dentist for cleaning and examination?
 - a. Once every six months
 - b. Once every nine months
 - c. Once a year
 - d. Randomly
- 2) How often do you brush your teeth?
 - a. Twice a day
 - b. Once a day
 - c. Skip brushing sometimes
- 3) How often do you floss your teeth?
 - a. Twice a day
 - b. Once a day
 - c. Skip flossing sometimes
- 4) Do you wear braces or any other orthodontic appliance?
 - a. Yes
 - b. No
- 5) Have you had any fillings done in the past two years?
 - a. Yes
 - b. No
 - c. Not sure
- 6) During your dental cleaning appointment(s), the hygienist discusses the importance of healthy eating habits?
 - a. Yes
 - b. No
 - c. Sometimes
- 7) During your dental cleaning appointment(s), the hygienist discusses the brushing techniques?
 - a. Yes
 - b. No
 - c. Sometimes

Interview questions for the dental hygienists at Springdale Dental

I am an undergraduate student at UBC undertaking a technical writing course. The purpose of this interview is to gather primary data for investigating and analysing the increased incidence of caries among adolescent clients at Springdale Family Dental. This data along with other resources will be used to further provide recommendations for improving the oral health of clients and minimize caries risk. Your participation in this interview is voluntary and will be much appreciated.

1. What are your concerns when a young client presents with cavities?
2. Are you assessing adolescent clients with nutritional counselling at each recare visit?
3. Besides providing topical fluoride therapy, do you feel the need to implement other preventive options like pit and fissure sealants?
4. Do you feel comfortable with applying pit and fissure sealants to non-carious molars?
5. What is your theory or opinion on the use of pit and fissure sealants as a preventive intervention for caries?
6. Have you employed the use of pit and fissure sealants in the past? Did it yield optimal results?

Interview Questions for Dr. Harpaul Anand

I am an undergraduate student at UBC undertaking a technical writing course. The purpose of this interview is to gather primary data for investigating and analysing the increased incidence of caries among adolescent clients at Springdale Family Dental. This data along with other resources will be used to further provide recommendations for improving the oral health of clients and minimize caries risk. Your participation in this interview is voluntary and will be much appreciated.

1. Have you noticed a difference in the caries incidence among adolescent clients in the past two years?
2. What is your opinion on the use of pit and fissure sealants to seal non carious molars and premolars?
3. Have you employed the use of pit and fissure sealants in the past? If yes, what was the reason to discontinue its implementation?