



## Application for approval of a Trainee's Training Facilities

*Template\_Training\_Facilities\_Application\_Form-CA-20121105.docx*

### NOTES:

*Please check that you have the latest version of this form from the College web site  
[www.evdc.org](http://www.evdc.org).*

*This form is not required when facilities are certified as appropriate by a Diplomat.*

**Name :**

**E-mail :**

**TMS user ID :** *This is a number - Log in to your VetDentDMS records to find it*

**Name of main premises :**

**Address of main premises :**

**Date of previous approval :** *Delete if not applicable #*

*# The original application should be used as the basis for any request for re-approval or amendment of facilities.*

*Changes and updates to previous submissions must be **clearly described and highlighted** to save the assessors' time.*

I request approval of the training facilities described in this document and confirm that the descriptions given are an accurate representation of the current situation. I will inform the College Secretary should available facilities or equipment fall below the required standard before the next training review date.

My supervisor will acknowledge their awareness of this application by ticking the "OK" box associated with this document in the EVDC TMS. I understand that the application is not actually submitted until it has been set "OK". Once this has been done, I will notify the College Secretary of submission of this form.

**Current Date :**

**Signature :**

## Description of Training Facilities Available to:

NAME

DO NOT FORGET TO UPDATE THE CONTENTS TABLE BEFORE CREATING YOUR PDF

### Contents

Application for approval of a Trainee's Training Facilities.....	1
Description of Training Facilities Available to :.....	2
Guidance on preparing the document for submission .....	3
NOTES on use of this template .....	4
Guidance text .....	4
Premises (Buildings).....	5
Description of practice premises: Site 1 .....	5
Practice title and address .....	5
Public areas.....	5
Waiting area.....	5
Consulting rooms.....	5
Diagnostic facilities.....	5
Surgical facilities .....	5
Library.....	5
Availability of urgently required supplies .....	5
Clinical records .....	5
General and dental operatory equipment:.....	5
Description of additional practice premises: Site 2 .....	5
Title and address .....	5
Public areas.....	5
Waiting area.....	5
Consulting rooms.....	5
Diagnostic facilities.....	5
Surgical facilities .....	6
Library.....	6
Availability of urgently required supplies .....	6
Clinical records .....	6
General and dental operatory equipment:.....	6
Clinical records .....	6
General medical records.....	6
Dental charts .....	6
Anaesthetic and hospitalisation record sheets .....	6

Client handouts .....	7
Non-dental equipment .....	7
Gas anaesthetic machines (types).....	7
(Assorted) Anaesthetic monitoring equipment .....	7
General and Operatory Equipment.....	7
Sterilization equipment.....	7
Standard radiography facilities .....	7
Patient homeostasis support equipment .....	8
Dental operatory .....	8
General Dental Equipment: .....	9
Dental units, handpieces and burs .....	9
Clinical examination.....	10
Dental radiography .....	10
Periodontics .....	11
Endodontics.....	11
Orthodontics:.....	14
Restorative: .....	15
Oral Surgery .....	16
Lagomorph and Rodent Dentistry.....	17
Equine Dentistry .....	18
Other species.....	18

### **Guidance on preparing the document for submission**

This application should be prepared following the guidance notes here and elsewhere in the template.

Once the content has been added, the "Preparing the document for submission" section, plus unnecessary notes and example illustrations elsewhere in the template, should be deleted and the contents list updated before creating a PDF file for submission to the College via the Document Management System (DMS).

The final PDF file should be under 4 MB in size with an image resolution of between 200 and 300 dpi to ensure sufficient detail in the illustrations when the PDF file is viewed on screen at 200% zoom. If you are having problems with creating a suitable PDF file, please contact the College Secretary.

**NOTES on use of this template**

Text in black below the "Preparing the document for submission" section is required. Do not modify or delete any of it. If any of the required text is missing, a corrected document may be required to be submitted along with a document resubmission fee.

**Guidance text**

The template contains guidance text in green.

- *Subheadings in green are suggestions. They should be modified to suite the described training facilities and changed to **black text**.*
- *Text in italics is an instruction, comment or suggestion. If it is in green, it can be deleted.*
- Normal text in green should be replaced with appropriate text in BLACK, or deleted as appropriate

**Illustrations are required**

*Insert photographs in appropriate places and use captions when appropriate. Scans of charts will need to be higher resolution and displayed larger than photographs.*

*When using photographs; crop and resize them to about 800 x 600 pixels BEFORE adding them to the document.*

*The image to the right is 800 x 600 pixels at 300 dpi 100% size. The image below is also 800 x 600 pixels. Its size on the page can be reduced by setting its scale to 33%.*

*As the document is intended for on-screen viewing, the above small on-page size is OK as those performing the assessment can zoom to 200% to see details.*

Insert photographs to illustrate facilities, instruments, equipment and materials  
800 x 600 pixels at 300dpi is ample for most images

Insert photographs to illustrate facilities, instruments, equipment and materials  
800 x 600 pixels at 300dpi is ample for most images

## Premises (Buildings)

### Description of practice premises: Site 1

#### *Practice title and address*

The Veterinary Practice, 123 Road, Town, City, Postcode, Country

#### *Public areas*

Enter description .....

#### *Waiting area.*

Enter description .....

#### *Consulting rooms*

Enter description .....

#### *Diagnostic facilities*

Enter description .....

#### *Surgical facilities*

Enter description .....

#### *Library*

Enter description .....

#### *Availability of urgently required supplies*

Enter details of local suppliers from whom you are able to obtain items at short notice. *If you do not have a local supplier you will need to hold significant stocks of materials.*

#### *Clinical records*

*Note: Description of clinical records may be included here if there are multiple premises/practices involved and the records used at each differ. If they are the same at each practice/premises then describe them once under the specific heading below.*

#### *General and dental operatory equipment:*

*Note: Description of general equipment may be included here if there are multiple premises/practices involved and the facilities at each differ. If they are the same at each practice/premises then describe them once under the specific heading below.*

### Description of additional practice premises: Site 2

#### *Title and address*

Another Veterinary Practice, 999 The Avenue, City, Postcode, Country

#### *Public areas*

Enter description .....

#### *Waiting area.*

Enter description .....

#### *Consulting rooms*

Enter description .....

#### *Diagnostic facilities*

Enter description .....

**Surgical facilities**

Enter description .....

**Library**

Enter description .....

**Availability of urgently required supplies**

Enter details of local suppliers from whom you are able to obtain items at short notice. *If you do not have a local supplier you will need to hold significant stocks of materials.*

**Clinical records**

*Note: Description of clinical records may be included here if there are multiple premises/practices involved and the records used at each differ. If they are the same at each practice/premises then describe them once under the specific heading below.*

**General and dental operatory equipment:**

*Note: Description of general equipment may be included here if there are multiple premises/practices involved and the facilities at each differ. If they are the same at each practice/premises then describe them once under the specific heading below.*

**Clinical records**

*If there are multiple premises with differing facilities and forms, describe them under the individual premises descriptions above.*

**General medical records**

Enter description of how these are kept. If computerised, please name the system used. ....

**Dental charts**

Include images of dental charts. The images do NOT need to be full size. They can be reduced to ½ size providing that the resolution is still OK when the final document is viewed at 200%.

If you have problems incorporating them here, it is permissible to submit charts and client leaflets in a separate document, stating that fact here. Remember to include translations if they are not written in English. If charts are submitted separately, they should all be combined into a single document.

Insert chart and translation here

**Anaesthetic and hospitalisation record sheets**

If you have problems incorporating them here, it is permissible to submit charts and client leaflets in a separate document, stating that fact here. Remember to include translations if they are not written in English. If charts are submitted separately, they should all be combined into a single document.

Anaesthetic record sheet (required)

Insert form and translation here

Inpatient care record sheet (if any)

Insert form and translation here

Critical care chart (if any)

Insert form and translation here

**Client handouts**

Handout type

Insert handout and summary translation here

If you have problems incorporating them here, it is permissible to submit charts and client leaflets in a separate document, stating that fact here. Remember to include translations if they are not written in English. If charts are submitted separately, they should all be combined into a single document.

**Non-dental equipment**

*If there are multiple premises with differing facilities, describe items in the individual premises descriptions above.*

**Gas anaesthetic machines (types)**

Enter description ..... Include details of waste gas scavenging if inhalational agents used.

**(Assorted) Anaesthetic monitoring equipment**

Enter description .....

**General and Operatory Equipment**

*Insert photographs.*

**Sterilization equipment**

Enter description .....

Autoclave

Enter description .....

Cold sterilization

Enter description .....

Access to gas sterilization

Enter description .....

**Standard radiography facilities**

Standard X-ray unit

Film cassettes and radiographic films or Digital system

Enter description .....

Insert photographs to illustrate facilities, instruments, equipment and materials  
800 x 600 pixels at 300dpi is ample for most images

***Patient homeostasis support equipment***

Enter description ..... eg. Heat pads, i/v fluid pumps, syringe drivers etc.

***Dental operator***

*Insert photographs.*

Enter descriptions .....

Storage facilities

Work surfaces

Operating table

Operating lights

Operator chairs

Emergency lighting

Insert photographs to illustrate facilities, instruments, equipment and materials  
800 x 600 pixels at 300dpi is ample for most images



**General Dental Equipment:**

***Dental units, handpieces and burs***

*The recommended minimum quantity is given in brackets (\* = required). Do not alter this column. Enter the quantity you have at each site and if not kept at the centre indicate what items you carry to the centre when working there.*

<b>Number Required</b>	<b>Items</b>	<b>Number at Site 1</b>	<b>Number at Site 2</b>	<b>Number in Mobile kit</b>
(1)	Air driven dental system	2	1	0
(2)	High-speed air turbine handpieces	3	1	2
(2)	Low-speed air motors	2	1	0
(2)	Contra angle handpieces	2	2	3
(1)	Reduction gear contra angle	0	0	1
(2)	Polishing heads or handpieces			
(0)	Electric dental hand engine			
(Assorted)	FG burs: round, pear and fissure.			
	<i>Provide a list of most frequently used types</i>			
	702 TC	20	20	50
	2 Round TC	5	5	5
	4 Round TC	5	5	5
	303 Diamond, coarse	10	10	5
	Other	50	50	0
(Assorted)	RA/CA burs			
	<i>Provide a list of most frequently used types</i>			
	Finishing stones	0	0	assorted
	Finishing discs	set	set	0
	Sizes ½ to 8 round	*	*	many
(Assorted)	HP burs			
	<i>Provide a list of most frequently used types</i>			
	Rabbit molar bur, diamond round end cylinder		0	0 1
	8 Round, Ash surgical	6	6	10
	702 Ash surgical	6	6	10
(1)	Safety glasses			
(Assorted)	Disposable protective items (masks, gloves)			

*Insert photographs: Use a caption when appropriate.*

Insert photographs to illustrate facilities, instruments, equipment and materials  
800 x 600 pixels at 300dpi is ample for most images

**Clinical examination**

The recommended minimum quantity is given in brackets. Do not alter this column. Enter the quantity you have at this location and if not kept at the centre indicate what items you carry to the centre when working there.

<b>Required</b>	<b>Items</b>	<b>Site1</b>	<b>Mobile kit</b>
(1)	Dental mirror		
(4)	Explorers/probes		
(1)	Magnification - 2.5 or 3 surgical loupes		
(1)	Lighting - oral or surgical		
(1)	Intraoral camera and films or digital camera		

**Dental radiography**

The recommended minimum quantity is given in brackets. Do not alter this column. Enter the quantity you have at this location and if not kept at the centre indicate what items you carry to the centre when working there.

<b>Required</b>	<b>Items</b>	<b>Site1</b>	<b>Mobile kit</b>
(1)	X-ray viewing box (required even if using digital system as cases may be referred with films)		
(1)	Dental X-ray unit		
(Assorted)	Dental radiographic films or sensors Provide a list of available sizes/types Note size 2 and size 4 equivalent sizes are required		
(*)	Processing facilities Provide details Digital system Automatic or chair-side developer (Assorted) Film clips Radiographic film ID and storage		
(Assorted)	Radiographic safety equipment		

Insert photographs.

Insert photographs to illustrate facilities, instruments, equipment and materials  
800 x 600 pixels at 300dpi is ample for most images

**Periodontics**

The recommended minimum quantity is given in brackets. Do not alter this column. Enter the quantity you have at this location and if not kept at the centre indicate what items you carry to the centre when working there.

<b>Required</b>	<b>Items</b>	<b>Site1</b>	<b>Mobile kit</b>
(1)	Power scaler: ultrasonic or sonic Provide details		
(Assorted)	Tips for scaler Provide details		
(Assorted)	Hand scalers Provide details		
(Assorted)	Hand curettes Provide details		
(2)	Periosteal elevators		
(Assorted)	Sharpening stones & accessories		
(*)	Polishing paste		
(*)	Flour pumice or equivalent		
(Assorted)	Polishing cups		
(0)	Polishing brushes		
(*)	Plaque disclosing solution		
(Assorted)	Home care products Provide details (pastes, solutions, gels, sprays, treats, brushes, etc.)		

Insert photographs: Use a caption when appropriate.

Insert photographs to illustrate facilities, instruments, equipment and materials  
800 x 600 pixels at 300dpi is ample for most images

Insert photographs to illustrate facilities, instruments, equipment and materials  
800 x 600 pixels at 300dpi is ample for most images

**Endodontics**

The recommended minimum quantity is given in brackets. Do not alter this column. Enter the quantity you have at this location and if not kept at the centre indicate what items you carry to the centre when working there.

<b>Required Items</b>	<b>Site1</b>	<b>Mobile kit</b>
-----------------------	--------------	-------------------

(1) Endodontic organizer

**Endodontic hand files**

*(\*) Note that all sizes from 8 to 140 are required in 25-31 length, but they do not need to be of the same type throughout the size range*

25-31 mm ISO 8 to 10 (pathfinder) files

25-31 mm ISO 10 to 80 K- files or equivalent

25-31 mm ISO 10 to 80 K- reamers

25-31 mm ISO 15 to 80 H-files or equivalent

25-31 mm ISO 90 to 140 K-files

25-31 mm ISO 15 to 40 NiTi files (H and/or K)

*(\*) Note that all sizes from 15 to 120 are required in veterinary lengths, but they do not need to be of the same type throughout the size range. NOTE: Veterinary length files may be ISO taper (16mm) or have double length (32mm) working ends.*

40-60 mm # 15 to 40 H- files

40-60 mm # 45 to 80 H- files

40-60 mm # 15 to 40 H- files NiTi

40-60 mm # 45 to 80 H- files NiTi

40-60 mm # 90 to 120 H- files

40-60 mm # 15 to 40 K-reamers

40-60 mm # 45 to 80 K-reamers

**Endodontic engine systems**

(0) Endodontic hand engine  
Provide details if used

(0) Endodontic handpiece  
Provide details if used

(0) Endodontic engine files  
Provide details if used

**Endodontic materials**

*(\*) Gutta percha (GP) in ranges of sizes:*

(Assorted) 25-31 mm ISO 15 to 140

(0) 25-31 mm Non-ISO sizes  
Provide details if used

(Assorted) 40-60 mm in # 15 to 120  
*with taper matching the type of files used*

(0) Heated system GP  
Provide details if used

Insert photographs.

Insert photographs to illustrate facilities, instruments, equipment and materials  
800 x 600 pixels at 300dpi is ample for most images

**Required Items**

**Site1**

**Mobile kit**

- (Assorted) Paper points in range of sizes:
  - (\*) 25-31 mm ISO 15 to 140
  - (0) 25-31 mm Non-ISO sizes
  - (\*) 40-60 mm in # 15 to 120
  - (\*) Endodontic stops
  - (1) Endodontic ruler
  - (\*) Irrigation needles - range of sizes  
[Provide details](#)
  - (1 set) Spreaders (human length)
  - (1 set) Pluggers (human length)
  - (1 set) Pluggers (veterinary length)
  - (1 set) Spreaders (veterinary length)
- (Assorted) Barbed broaches (human length)
- (Assorted) Barbed broaches (veterinary length)
- (\*) Irrigant solutions  
[Provide details](#)
- (\*) Chelating agent  
[Provide details](#)
- (Assorted) Spiral fillers -(human length)
- (Assorted) Spiral fillers -(veterinary length)
- (\*) Sealer cements  
[Provide details](#)
- (\*) Retrograde filling material  
[Provide details](#)
- (\*) Calcium hydroxide powder and/or paste  
[Provide details](#)
- (\*) Calcium hydroxide sealer/cement  
[Provide details](#)

- (0) MTA
- (\*) Mixing slab or mixing paper
- (\*) Assorted cement spatulas

**Orthodontics:**

*The recommended minimum quantity is given in brackets. Do not alter this column. Enter the quantity you have at this location and if not kept at the centre indicate what items you carry to the centre when working there.*

<b>Required</b>	<b>Items</b>	<b>Site1</b>	<b>Mobile kit</b>
	<i>Impression materials - see Restorative</i>		
	<i>Acrylic &amp; temporary crown material - see Restorative and Oral Surgery</i>		
	<i>Wire bending pliers and cutters - see Oral Surgery</i>		
(*)	Dental laboratory (orthodontic appliances) <i>Provide details</i>		
(0)	Stone spatula		
(0)	Dental stone - type (III or IV)		
(0)	Dental vibrator		
(*)	Source of orthodontics requirements <i>Provide details if supplies are not available</i>		
(0)	Orthodontic bonding agent		
(0)	Orthodontic brackets & buttons		
(0)	Orthodontic (spring) wires		
(0)	Power chains, elastic ligature, elastics		
(0)	Bracket application instrument		
(0)	Orthodontic bracket removal instrument		
(0)	Orthodontic pliers		
(*)	Model storage facilities		

*Insert photographs: Use a caption when appropriate.*

Insert photographs to illustrate facilities, instruments, equipment and materials  
800 x 600 pixels at 300dpi is ample for most images

**Restorative:**

The recommended minimum quantity is given in brackets. Do not alter this column. Enter the quantity you have at this location and if not kept at the centre indicate what items you carry to the centre when working there.

Required	Items	Site1	Mobile kit
(*)	Dental laboratory (prosthodontics) Provide details		
(1 set)	Composite (light cure)		
(Assorted)	Plastic filling instruments		
(1)	Enamel etching agent		
(1)	Dentinal bonding agent		
(Assorted)	Composite finishing points, disks, etc. Provide details		
(1)	Glass ionomer (chemical cured) Required for emergency use if curing lights fail		
(2)	Curing lights		
(1)	Light curing safety glasses or shield		
(Assorted)	Finishing burs		
(0)	Other restorative materials Resin modified glass ionomer Compomer Amalgam Provide details For amalgam, the necessary equipment needs to be listed: Amalgamator/triturator or mortar/pestle Amalgam well Amalgam carrier or -pistol Various hand instruments (condenser, carver, and burnisher) Safety-waste box for amalgam waste		
(0)	Impressions trays - full jaw		
(0)	Impressions trays - for crown preparations		
(1)	Custom tray material		
(*)	Impression materials Provide details		
(*)	Bite registration material Can be a suitable impression material		
(Assorted)	Crown prep burs		
(Assorted)	Crown prep finishing burs		
(0)	Luting cement for crowns and bridges		
(0)	Retraction cord		
(0)	Cord packing instrument		

- (1) Haemostatic solution

*Insert photographs: Use a caption when appropriate.*

Insert photographs to illustrate facilities, instruments, equipment and materials  
800 x 600 pixels at 300dpi is ample for most images

### **Oral Surgery**

*The recommended minimum quantity is given in brackets. Do not alter this column. Enter the quantity you have at this location and if not kept at the centre indicate what items you carry to the centre when working there.*

<b>Required</b>	<b>Items</b>	<b>Site1</b>	<b>Mobile kit</b>
(*)	Surgical instrument kits <i>Provide details: i.e. list contents of sets of surgical instruments used for oral surgery, including drapes, swabs etc.</i>		
(Assorted)	Orthopaedic twisting wire		
(1)	Wire twisting forceps		
(1)	Wire bending pliers		
(1)	Wire cutters (small)		
(Assorted)	Acrylic burs		
(1)	Acrylic or temporary crown material		
(1)	Extraction forceps		
(Assorted)	Elevators - range of types and sizes <i>Provide details</i>		
(Assorted)	Luxation instruments - range of sizes <i>Provide details</i>		
(Assorted)	Periosteal elevators		
(Assorted)	Surgical blades		
(Assorted)	Suture materials <i>Provide details</i>		
(0)	Grafting materials <i>Provide details</i>		



Insert photographs.

Insert photographs to illustrate facilities, instruments, equipment and materials  
800 x 600 pixels at 300dpi is ample for most images

**Lagomorph and Rodent Dentistry**

The recommended minimum quantity is given in brackets. Do not alter this column. Enter the quantity you have at this location and if not kept at the centre indicate what items you carry to the centre when working there.

<b>Required Items</b>	<b>Site1</b>	<b>Mobile kit</b>
(Assorted) Range of cheek pouch dilators		
(1) Mouth gag		
(0) Set of cheek dilators		
(0) HP bur guard		
(Assorted) HP burs suitable for occlusal adjustment Provide details.		
(0) Fine grain diamond tooth rasp		
(Assorted) Extraction instruments Provide details Cheek tooth extraction forceps Cheek tooth luxator Incisor tooth luxator		

Photographs: Use a caption when appropriate.

Insert photographs to illustrate facilities, instruments, equipment and materials  
800 x 600 pixels at 300dpi is ample for most images

**Equine Dentistry**

*If you are involved in equine dentistry, please list your equine instruments, equipment, materials etc. providing details as appropriate*

<b>Required</b>	<b>Items</b>	<b>Site1</b>	<b>Mobile kit</b>
(0)	Mouth gag		
(0)	Viewing devices		
(0)	Tooth rasps		
(0)	Power rasp		
(0)	Hand instruments		
(0)	Extraction instruments		
(0)	Surgical instruments		
(0)	Anaesthetic equipment		
(0)	Other		

*Photographs: Use a caption when appropriate.*

Insert photographs to illustrate facilities, instruments, equipment and materials  
800 x 600 pixels at 300dpi is ample for most images

**Other species**

*If you work on other species that require special instruments, equipment, etc., please list what you have available here, providing details as appropriate.*

<b>Required</b>	<b>Items</b>	<b>Site1</b>	<b>Mobile kit</b>
(0)	?		