This course comprises a combination of didactic and practical work incorporating supported clinical experience and small group work. It will include clinical experience in the administration of local analgesia and also externally supervised practice experience.

This program contains all the elements of the Bachelor of Oral Health undergraduate program in local analgesia. This course has also been accepted by the Dental Board of Australia and the Dental Council of New Zealand as appropriate for practice in the administration of local analgesia in these jurisdictions.

**AIMS**
To develop the ability of dental hygienists to deliver local analgesia that will meet the needs of:
- dental hygiene practice
- the standards required by the Dental Board of Australia.

**OBJECTIVES**
On the successful completion of this course participants will be able to:
- demonstrate an understanding of the principal clinical application of anatomy to the administration of local analgesia
- demonstrate an understanding of the pharmacology and action of local analgesia
- identify the need for and selective application of pain control strategies
- understand and apply the indications and contra-indications for administering local analgesia
- administer local analgesia appropriate to the practice of dental hygiene including topical analgesia, infiltration and inferior dental nerve block
- demonstrate an understanding of the management of complications associated with local analgesia

Pre-reading material will be supplied including refresher material on anatomy of the head and neck.
Melbourne Dental School Registration
Conditions and Administration

VENUE AND LOCATION OF 2011 COURSES
All courses will be held at the Melbourne Dental School, University of Melbourne, 720 Swanston Street, Carlton unless specified otherwise. Participants will be notified of venue allocations well in advance of the course date.

PAYMENT OF COURSE FEES
Applications for registration must be accompanied by payment and can be made by fax or mail with credit card details (name, expiration date, amount of payment & card holder’s signature) or by cheque which should be made payable to ‘The University of Melbourne’. Please note that the University does not accept American Express, Diners Club nor debit cards.

A minimum deposit of half the full course fee must be paid to secure your position. However, we prefer full payment of the course fee upon application. Courses listed as $400 or less must be paid in full upon application.

Confirmation of your registration will be sent to you within 7 working days after enrolment is received. If confirmation of your enrolment is not received by your application submission we strongly recommend that you submit an application for your preferred course(s) as early as possible.

We recommend that participants contact the CPD Office if confirmation of your enrolment is not received within 7 working days after your application submission.

CANCELLATIONS
If you cancel your registration, you must inform the Continuing Professional Development Office as soon as possible so that your place can be offered to another applicant. If you are able to nominate a colleague to take your place, we would be very happy for this to happen.

Refunds following cancellation are as follows:
- a $50 cancellation fee will be charged for all course cancellations made more than 6 weeks prior to the course commencement date
- cancellations made less than six weeks prior to the course will be offered a 50% refund
- cancellations made less than one week prior to the course or failure to attend receive NO refund.

GST
All course fees include 10% GST in the total cost. For your tax purposes, upon payment, your receipt will show the GST amount. All receipts list the University ABN 84 002 705 224

DISCOUNTS
The following discounted places are available:
- a once-only per year $200 discount to pro bono Melbourne Dental School demonstrators who have been given an honorary title by the School’s Appointments Sub-committee
- a once-only per year $200 discount to full-time staff of the Royal Dental Hospital of Melbourne, who undertake clinical teaching and who have been given an honorary title by the School’s Appointments Sub-committee
- a once-only per year $200 discount to full-time staff of the University of Melbourne
- a once-only per year $200 discount to full-time postgraduate students of the University of Melbourne if registering for the entire course.

CATERING
Catering will be provided for each course. Full day courses will have morning, afternoon tea and lunch provided. Half-day courses will have morning or afternoon tea provided. Vegetarian and Kosher meals are available on request along with any other specific dietary requirements.

CERTIFICATE OF ATTENDANCE
All our CPD programs offer scientific/clinical credits based on their duration in hours and minutes. A Certificate of Attendance will be presented to each participant at the end of the course.

PLEASE NOTE THE CPD OFFICE DOES NOT SUBMIT ATTENDANCE SHEETS TO THE DENTAL BOARD OF AUSTRALIA.

The mandatory CPD scheme, as implemented by the Board, is self-regulatory. It is the responsibility of each participant to track the hours accrued by attending University courses on a log sheet for the current cycle. Refer to page 6 of this booklet for details.

Registrations & payments will not be accepted over the phone.
Melbourne Dental School Registration Conditions and Administration

PARKING FACILITIES
Please note there are no car parking facilities at the building. However, should you wish to utilize public transport, there is a tram stop right outside the main entrance. Trams run frequently along Swanston Street from the City. Melbourne Central is the closest railway station and numerous bus routes run close by. For metropolitan train, tram and bus information, call Metlink on 131 638 or visit www.metlinkmelbourne.com.au

LOCATION & PARKING MAP
Melways Reference 2B E7
- Cardigan Street Parking—former Royal Women’s Hospital $16.00 per day
- Elgin Street—Wilson Parking $14.00 per day
- Drummond Street—Clock Tower Car Park $8.00 per day
(Prices are subject to change without notice)

2011 PROGRAM BROCHURE AND THE WWW
A copy of the 2011 Program is located on the Melbourne Dental School homepage which lists all course details with a registration form that can be downloaded. Our address is www.dent.unimelb.edu.au/dsweb/continuing_dev/index.html

ACCOMMODATION
The Melbourne Dental School is located close to Rydges on Swanston which is within a two minute walk to the MDS.
701 Swanston Street Carlton  Phone: + 61 3 9347 7811
www.rydges.com/hotel/RVCARL/rydges-on-swanston-melbourne

UNIVERSITY CONTACT DETAILS
Continuing Professional Development:
Ms Samantha Vassallo La Rosa
Program Administrator
or
Ms Elena Malgeri
Administrative Assistant
5th Floor RDHM Melbourne Dental School
The University of Melbourne
720 Swanston Street
Carlton VIC 3053
Phone: +61 (0)3 93411506
Fax: +61 (0)3 93411595
Email: cpd-dent@unimelb.edu.au

School Office
4th Floor RDHM Melbourne Dental School
The University of Melbourne
720 Swanston Street
Carlton VIC 3053
Phone: +61 (0)3 93411500
Fax: +61 (0)3 93411599

Postgraduate Office
Ms Kim Hanson
4th Floor RDHM Melbourne Dental School
The University of Melbourne
720 Swanston Street
Carlton VIC 3053
Phone: +61 (0)3 93411507
Fax: +61 (0)3 93411599

Oral Health CRC
Ms Melanie Carew
Communications Manager
Oral Health CRC
6th Floor RDHM 720 Swanston Street
Carlton VIC 3053
Phone: +61 (0)3 93411553
Fax: +61 (0)3 93411597
Web: www.crcoralhealthscience.org.au
<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Cost (inc GST)</th>
<th>Total</th>
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<tbody>
<tr>
<td>2101: Oral Medicine On-line Web Lectures</td>
<td>All Year</td>
<td>$75 per module</td>
<td>$75 x</td>
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<tr>
<td>2102: Surgical Crown Lengthening</td>
<td>Friday 1 April</td>
<td>$920</td>
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<tr>
<td>2103: Cracked and Split Teeth</td>
<td>Friday 8 April</td>
<td>$920</td>
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<tr>
<td>2104: Periodontal Surgery</td>
<td>Wednesday 4 May</td>
<td>$920</td>
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<tr>
<td>2105: My First Implant</td>
<td>Monday 16 May</td>
<td>$920</td>
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<td>2106: Contemporary Management of Dental Trauma</td>
<td>Friday 20 May</td>
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<tr>
<td>2107: Principles of Restorative Implant Dentistry</td>
<td>All Year</td>
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<tr>
<td>2108: Water Fluoridation for Dental Professionals</td>
<td>Thursday 9 June</td>
<td>$100</td>
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<tr>
<td>2109: Local Analgesia for Dental Hygienists</td>
<td>Tuesday 28 – Thursday 30 June</td>
<td>$1,600</td>
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<tr>
<td>2110: Surgical Crown Lengthening</td>
<td>Friday 1 July</td>
<td>$920</td>
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<tr>
<td>2111: Dentoalveolar Surgery Refresher Course</td>
<td>Monday 4 – Friday 8 July</td>
<td>$4,600</td>
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<tr>
<td>2112: Management of Tooth Wear</td>
<td>Tuesday 12 – Wednesday 13 July</td>
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<td>2113: PEP Talk 2011</td>
<td>Friday 22 July</td>
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<tr>
<td>2114: Directly Placed Tooth Coloured Restorations</td>
<td>Friday 29 – Saturday 30 July</td>
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<tr>
<td>2115: Cone Beam CT</td>
<td>Wednesday 3 August</td>
<td>$600</td>
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<td>2116: Introductory Orthodontics</td>
<td>Wednesday 24 – Friday 26 August</td>
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<td>2117: Contemporary Endodontics</td>
<td>Thursday 1 – Friday 2 September</td>
<td>$1,350</td>
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<tr>
<td>2118: OPG and Lateral Cephalometric Radiography</td>
<td>Thursday 8 – Friday 9 September</td>
<td>$1,050</td>
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<tr>
<td>2119: Prosthodontics for Practice</td>
<td>Friday 16, Monday 26, Tuesday 27 Sep</td>
<td>$1,800</td>
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<tr>
<td>2920: Special Needs Dentistry and Your Practice</td>
<td>Wednesday 19 October</td>
<td>$380</td>
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<tr>
<td>2121: Orthodontics for Dental Hygienists and Dental Therapists</td>
<td>Wednesday 9 – Friday 11 November</td>
<td>$1,600</td>
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<tr>
<td>2122: Dentoalveolar Surgery Refresher course</td>
<td>Monday 28 November to Friday 2 December</td>
<td>$4,600</td>
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**TOTAL DUE $**

**REGISTRATION DETAILS (Please print)**

Name: ____________________________

Address: ____________________________  Postcode: ____________

Phone: (BH) ______________________ (AH) ______________________

(Mobile) __________________________

Fax: ______________________________ Email: ______________________

Special Dietary requirements? If yes, please specify __________________________

**PAYMENT DETAILS**

☐ Cheque/Money Order made payable to “The University of Melbourne” Amount $ __________________________

Credit card: I __ VISA  I __ MasterCard  (American Express/Diners Club NOT accepted)

Card Number: ____________________________ Exp Date: ____________________________

I hereby authorise The University of Melbourne to debit my credit card (amount) $ ____________________________

Cardholders Signature: ____________________________ Date: ____________________________

**RETURN THIS FORM TO**

Ms. Samantha Vassallo La Rosa (Program Administrator)

Please note the Melbourne Dental School refund and cancellation policy on page 63 before submitting your registration form.
We recommend that participants contact the CPD Office if confirmation of your enrolment is not received within 7 working days after your application.