



Ministry of Health

Professional Code of Ethics For Dentistry

August 2019

Healthcare Professional Council



Lao People's Democratic Republic
Peace Independent Democracy Unity Prosperity

Ministry of Health

Healthcare Professional Council

No. 0144/ HPC

Vientiane Capital, dated 02 August 2019

Decision

On

Endorsement of professional code of ethics for dentistry

Pursuant to Healthcare professional licensing and registration system strategy of Lao PDR 2016-2020 No. 2098/ MOH, dated 03 December 2015;

Pursuant to Minister's decision on healthcare professional council No. 0131/MOH, dated 19 January 2017;

Pursuant to proposal and discussion of the dentistry profession committee.

President of Healthcare Professional Council agreed:

- Article1. Agree to endorse the professional code of ethics for dentistry
- Article2. Delegate the health care professional council, dentistry professional committee to be focal point and coordinate with concerned parties for implementation of dissemination, training on this health care professional code of ethics for dentistry, also provide monitoring and inspection the implementation of healthcare professional code of ethics for dentistry for an effectiveness and efficiency.
- Article3. Delegate the Ministry of health cabinet office, Health Care and rehabilitation department, health Personnel, health profession education department, the healthcare professional committees (boards) of health care profession council, university of health science, hospitals, center, institution, all concerned parties together to implement this decision on own individual specific responsibility.
- Article4. This decision will be affective from the signatory date.

President of Healthcare Professional Council

Dr. Ponemek Daraloy

The document has been delivered to:

- | | |
|---|--------|
| 1. President, vice president of healthcare professional council each person | 1 set |
| 2. Member of dentistry healthcare professional committee each person | 1 set |
| 3. The healthcare professional bureau | 1 set |
| 4. MOH Cabinet office | 1 set |
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Healthcare Professional Ethics for Dentistry

Introduction

Dentistry healthcare profession is a healthcare profession, especially for examination and follow up the oral and dental health with a responsibility and has an ethics rule in examination, screening for disease, diagnosis, prescription, implement the medical science and dentistry, to enable the patient receiving a disease prevention, health promotion, treatment and rehabilitation.

At current situation, the advance of science technology has impacted in different dimensions to people live. Including physical and mental illness. So, dentistry profession is a profession that has been an important role and necessary to solve these issues in the society without an avoid-ability.

Determination of the code of ethics on dentistry has the objective as to be a reference for the behavior control of the dentistry to serve the society such: the behavior to the patient, dentistry, institution, and others, to be as a safe guide to support the decision making on treatment, including respecting the basic right of patient, family and society, more than that the code of ethics still promote the standard, quality of care to gain the trust and acceptability.

This dentistry ethics developed for the dentist in Lao P.R.D. which consists of ethical principle of dentistry, dentistry code of ethics, dentistry ethics to patient, code of ethics to dentist and other profession, code of ethic to facility that a dentist is working in, prohibition of dentist.

I. Objective

This dentistry code of ethics has an objective to: determine the dentistry principle, standard ethics, to be as a reference for dentist to making decision for a care to the patient, protect the patient, family, dentistry profession and society for safety.

II. Dentistry ethics principle

As following:

1. Must believe that dignity is above benefit
2. Must believe that human has more value than objects
3. Should not take opportunity to try and learn on the patient
4. Close the patient confidentiality
5. To cooperate with dentist to find the effective treatment
6. To prescribe the medication that benefit the patient
7. To provide treatment without a business purpose
8. Keep learning through the whole life
9. To treat all patient with a regardless the race, religion, social status or wealthy classification
10. To provide a good health to people is more than other thing
11. Dentist has the right to claim appropriately but should not use the opportunity to negotiate

12. To avoid all allurements when conducting a duty.

III. Code of ethics for dentistry

As following:

1. Implement the technical treatment standard which is acknowledged by domestic and international committee to help the patient for a rehabilitation;
2. To collect treatment fees in line with the law and regulation without asking for extra fees;
3. Consider the comment, objective and decision of patient base on technical principle, law and regulation
4. Help the patient who has been at a risk condition first, should not refuse and conduct the task with warm heart in the condition that you have own ability to help;
5. Encourage patient to participate in treatment with cheerful for a benefit of patient as a basis, which is not for own benefit gain.
6. Has a conscience, patience, good communication, courtesy, no negative perspective and reaction to the inappropriate wording and action of patient and their family;
7. Respect and value the peer of same profession;
8. Implement the role with fairness, courteous, courtesy and high responsibility;
9. Behave in the society with courtesy and respect the law, should not implement in the way to destroy dignity, should has good vision, moral and implement the profession with honesty.
10. Respect the physical, life, dignity and value of people, respect the right of patient in choosing the care provider;
11. Dissemination the information about health research to public only after it has been certified, by concerning the impact to people, self and organization;
12. Research, analyze, blood taking, organ operation, cell, or other parts of human body of live person or dead. These action must be implemented base on the condition of law only;
13. Only apply a request in case of volunteering and according to the condition which has been identified by law, if could not accept the request then should inform the concerned party for an acknowledgement.
14. Implement with full of ethics, without purpose of business in an advertisement with intention or without intention, should not allow any person to use your name, image for advertisement;
15. All medical and dentistry equipment which benefit to health is strictly not allowed to use if it is still not gained an inspection and permission.

IV. Dentistry code of ethics to patient

As following:

1. Respect the right to live of a person;
2. Before treatment should gain a consent, acknowledgement from patient or relative;
3. Provide treatment equally, fairness, with quality and in line with health science care principles including disinfection rule, aseptic and safety of patient;
4. Clearly communicate with patient base on technical guidance;

5. Always provide treatment with respecting the right of patient ;
6. Exam patient with courteous and high responsibility, timely, and record all information base on knowledge, experience, equipment and tools, appropriated science and technology to be as reference for accurate diagnosis, identifying method of treatment and rehabilitation of patient health;
7. Patient's examination should consider an appropriate length of time to gain the information and diagnosis base on the approved medical technique;
8. Advise the patient to understand the situation of illness after examination, diagnosis and inform the treatment approach to the patient to understand and implement accordingly;
9. Consider the balance between benefit and loss that might be occurred;
10. Explain the result of examination, diagnosis, prevention, treatment, care, rehabilitation, risk and severity, difficulties, possibility, other methods or the potential that might not be avoidable;
11. In case the patient refuse the treatment and do not cooperate, the dentist must respect the decision of patient, and need to explain the impact of a refuse, if the patient still not agree the dentist still could not provide treatment without the patient's family member, but can treat only in the case of emergency or could not contact the patient's family member;
12. To write the prescription correctly and clearly in order to enable patient's relative can follow accordingly to gain appropriate treatment and ensure the quality and safety;
13. In case there is a change in treatment's facility, must inform the risk on illness condition and record the treatment details for the new facility to understand;
14. Facilitate the patient who has a health insurance, but should follow the condition of law;
15. Hold the right to close the information on disease condition or diagnosis except only the risk condition of infection or spreading the germ to others;
16. Provide the information to the patient and family, in case of severity of disease should be careful, except only if the patient does not want to disclose;
17. The patient who has been treating at the hospital might have difficulties and be malnourished, should provide appropriate treatment;
18. If be invited to see patient in a special case or in condition of contribution must follow the hygienic standard and control of germ's spreading, and should inform the patient and family to understand about their responsibility.

V. Dentistry code of ethics to dentist and other profession

As following:

1. To have good cooperation with colleague, with dentist and other profession, enlarge the treatment cooperation;
2. Communicate clearly, effectively, between treatment and participation of patient follow up;
3. Help each other in case of emergency and difficult condition;
4. Discuss with other dentist or dentist who has been advised by the patient or patient relative in the important situation;
5. No violation of regulation on dentistry services in public or private hospital, the dentist who responsible for the treatment of patient should inform the personal dentist or patient relative who has been allowed to treat the patient and should inform them of the important decision;

6. Should share information together, all has the responsibility and monitor the progress of treatment in case of a shared examination and treatment;
7. Maintain good cooperation with other profession, pay respect to each other, respect the freedom of patient's choice for the benefit of the patient;
8. Treat professionally among the colleague and others including using of social media.

VI. Code of ethic to the facility where the dentist is working in

As following:

1. Do not advertise the health facility in term of research or treatment if it still not be inspected and confirmed by Ministry of health;
2. Do not advertise the equipment, modernized tools that encourage people in to misinterpretation which it is not in line with the technical standard or end up people with over expectation versus reality;
3. Do not advertise by nude image which is not appropriate for public or advertise in the way which against the national moral and custom.

VII. Continue profession development

Dentist must upgrade own knowledge and skills continuously, participate in training, activities and assessment of the capacity in own profession in order to increase the quality of examination, diagnosis and treatment and able to update with an advantage of the health care science and enable the benefit and safety of the patient.

VIII. Issuance the medical certificate

Dentist can issue the certificate base on condition as below:

1. Medical certificate: health certificate, disability certificate, transfer certificate and other dentistry certificates which issued by the dentist and can use as an evident;
2. Medical certificate must be based on the truth , the content should be clear and not ignored some relevant information, be understandable, should not provide over the scope of information, provide evident base on health-science, the template of medical certificate will be determined in a separate regulation;

IX. Private professional operation (private clinic)

Must be implemented as following:

1. Allow to have only one clinic, should have appropriate examination room, there is capable staff, follow the disinfection standard, implement the regulation and has been granted permission from Ministry of health;
2. In case of the clinic owner passed away, and has been diagnosed with sever infectious illness or disability, other people could not use the clinic in any form such as renting or borrowing if it still not be approved by Ministry of health.

X. Prohibition of dentist

Prohibit the dentist to have following behaviors:

1. Not ready in duty, not receive the patient or relatives, not facilitate the process of treatment services, not be in duty as delegated responsibility;
2. Stop treatment by a proposal from patient and relative without reason;
3. Set the benefit gain as a basis- alike doing business, withholding the patient without reason, over advertisement by different forms in order to get more patient using the service, complain and put negative information to other dentist's treatment;
4. Cooperate with patient or other people in making an incorrect report or certificate which is not based on the truth and violate the regulation and law;
5. Promote or trade the human organs or products, of the patient such: blood, organs, tissue, cell or human product from a live or dead body except in the case which has been identified by law;
6. Operate treatment in a forbidden places such: shopping mall, market, products sell shop, tools shop and medical equipment and forbidden places which identified by law;
7. Operate un-approved treatment, use un-certified method of treatment and it still could not be inspected by Ministry of health;
8. Operate, encourage, and promote the treatment which is not in line with medical procedures such: use tools and technique that is dangerous to the health of people without approval from Ministry of health (Healthcare professional council).

XI. Terminology interpretation

1. Ethical rule: means a disciplinal regulations of behavior that people should behave and to be as a consideration and cognition person;
2. Etiquette: means a courtesy that person should behave in a team such as: medical ethics, nurse-midwife ethics, teacher ethics;
3. Code of ethics: means a summary of identified behaviors of each professions in order to respect dignity, reputation and status of members, which might be written such: nurse-midwife ethics as well as the summary of behaviors which the nursing committee identified in order to be as a guide for nurse to implement accordingly;
4. Moral: means a good behave, appropriate behave which mainly use in the religion meaning and to implement accordingly;
5. Virtue: means the quality of behavior and mental perception such: no lie, devotion, and patience;
6. Conscience: means an awareness of right or wrong, evil, goodness, knowledge of what should do and what should not do;
7. Courtesy: mean a control of manner and communication such: ways of standing, walking, sitting, receiving and sending thing, paying respect, expression, eating, receiving and providing services, greeting, discussion, using words, using of communication devices including behavior in the ceremonies;

8. Right of patient: means the right that has been acknowledged in the civilization country to be as basic and necessary right for living as a dignity of a human and necessary for the development of human character and be a right to be protected by law. Nobody should violate each other right. People born in any tribe should have personal right in term of their physical, believe and choice of living.

Vientiane Capital, dated 02 August 2019

President of Healthcare Professional Council

Dr. Ponemek Daraloy



Ministry of Health

Scope of Practice for Dentist

August 2019

Healthcare Profession Council



Lao People's Democratic Republic
Peace Independent Democracy Unity Prosperity

Ministry of Health

Healthcare Professional Council

No. 0149/ HCPC

Vientiane Capital, dated 02 August 2019

Decision

On

Endorsement of scope of practice for dentist

Pursuant to Healthcare professional licensing and registration system strategy of Lao PDR 2016-2020 No. 2098/ MOH, dated 03 December 2015;

Pursuant to Minister's decision on healthcare professional council No. 0131/MOH, dated 19 January 2017;

Pursuant to proposal and discussion of the dentistry profession committee (board).

President of Healthcare Professional Council agreed:

- Article1. Agree to endorse the scope of practice for dentist
- Article2. Delegate the health care professional council, dentistry professional committee to be focal point and coordinate with concerned parties for implementation of dissemination, training on this scope of practice for dentist, also provide monitoring and inspection the implementation of scope of practice for dentist for effectiveness and efficiency.
- Article3. Delegate the Ministry of health cabinet office, Health Care and rehabilitation department, health Personnel, health profession education department, the healthcare professional committees (boards) of health care profession council, university of health science, hospitals, center, institution, all concerned parties together to implement this decision on own individual specific responsibility.
- Article4. This decision will be affective from the signatory date.

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Scope of practice for dentist

I. Introduction

Dentistry is a profession in health care which has a roles in: assessment, diagnosis, prevention, and/ or treatment (non-surgery, surgery, or other related methods), the abnormal, and / or oral disease condition, face-maxilla or related structure, which has been affected to human health. All will be treated by a dentist, based on the educational scope, training and own experience, in line with the profession ethic and laws.

This scope of practice will be used by a general dentist (GD) and will not cover for subspecialty dentist (specialized dentist) but can provide the practice guidance and determine the basic capabilities.

Regarding to the quality need of the oral and dental health care provider (professional qualification requirement) Ministry of health, health care profession council has developed the dentist scope of practice in order to issue the profession license.

This dentist scope of practice has an objective to build understanding on roles and scope of dentistry practice to be a standard in among the related group in Lao PDR such: healthcare profession including the oral health service provider, patient and relative. Dentist roles and scope of practice will be adjusted to be up to date base on the changes over times as necessary in order to ensure the patient being treated with good quality such: has amended law on health care, dentist regulation, improvement of medical technology or change in social structure and related legislations.

II. Terminology

The terminology used in this scope of practice has the meaning as follow:

1. General Dentist Practitioner is a person who graduated bachelor from acknowledged educational institution by Ministry of health / healthcare professional council. After has been completed training and has a clinical experience and be recognized as a qualified health care service officer.
2. Specialized dentist/ dental specialist is a person who graduated bachelor then continue a special clinic to have a specific skillful as required.
3. A dental specialist under supervision of Ministry of health is a person who graduated bachelor then upgrade knowledge in a specific field, but still not achieve a clinic skillful as required. However, Ministry of health/ healthcare professional council still not recognize that person as a specialist.
4. Scope of practice of general dentist has determined the qualification for oral and dental health care (in the facility of practice) and the practice can be done freely in disease treatment, sickness and injury which a dentist has ability to treat.
5. Scope of practice of dental specialist under supervision of Ministry of health is same as a specialized dentist, but only implement with under supervision of specialized dentist.

III. Health facility that allowed for practice

A dentist who granted a health professional license from Ministry of health/ healthcare professional council can implement the roles in the facilities as follow:

1. Central hospital and specific center(excellence public care facility);
2. Regional, provincial hospital(tertiary public health care facility);
3. District or community hospital(secondary public health care facility);
4. Health center or small hospital(primary public health care facility);
5. Private hospital and private clinic.

IV. Scope of practice for general dentist(for details see in annex 1)

Base on the capability (knowledge + skills +attitude) and own experience, a dentist who has been granted a permission for a healthcare professional service has the right for practice as follow:

1. Component I:

- Technical skills:
 - Screen the patient and assess
 - Take the vital signs: temperature, heart beat rate, breath rate and blood pressure;
 - Interview for patient history: disease history, record the dental information, medical, family, relatives or occupation of the patient appropriately , comprehensively and correctly
 - Examination: check the face, neck, mouth and teeth in a systematic approach and effectively.
A dentist exam the patient and diagnose the disease according to the steps and record the result.
 - Other Additional examination:
 - Order for (blood formulation)CBC;
 - Order for glycaemia and interpret the result;
 - Order and interpret the result from the lab;
 - Order for dental-maxilla X-ray
 - Read and interpret the dental-maxilla X-Ray;
 - Collect the sample for culture and test for antibiotic (Antibiogram);
 - Conduct a biopsy;
 - Collect more other samples and including preparation of examination report.
- Diagnosis:
Dentist:
 - Interpret the result of history interviewed and examination;
 - Primary assessment on patient's situation and differential diagnosis;
 - Order for additional examination as required;
 - Summarize the assessment of patient's situation and potential diagnosis;
Example: Apical granuloma
Treatment: root canals treatment or Apical resection

- Treatment plan:
Dentist:
 - Decide on clinic base on the evident existed, together with colleague and who has more experience as appropriate;
 - Plan for a treatment, manage, appoint with patient as procedure and reason by a cooperation with patient and other health specialists as appropriate;
 - Reduce the anxiety, build the satisfaction, gain the consent and respect the patient's right to enable the decision on treatment.
- Record and filing the document: patient treatment and continue assessment, with accuracy, comprehensive and based on schedule.

2 Component II:

- Patient's clinical management
 - a. General patient management:
 1. Dentist: use general principle in providing oral care for patient management as determined in annex 1.
 2. Dentist: must provide treatment immediately in the case of dental and medical emergency:
 - Assess and understand the severity of dental clinical signs and the need of emergency treatment immediately;
 - Diagnose and manage the dental and medical emergency case ;
 - Provide the first aid;
 - Rescue the life of patient in time;
 - Provide the resuscitation to the patient with cardio pulmonary problem.
 3. Dentist prescribe with safety, efficiency and economy.
 - Interview the history of medication used in the past accurately including the medication that prescribed earlier and other medication;
 - Plan a treatment with rational use of drug for the common oral disorders including for the pain and infection;
 - Safe prescribe and follow the law;
 - Prescribe the appropriate dose and record the result correctly;
 - Provide information to the patient appropriately, follow the result and report the side effect of drug.
 4. Dentist: provide an appropriate treatment as identified in annex 1.
 5. Dentist: must try all effort to communicate with patient on health education, prevention, and oral health promotion.
Implementation the roles at the periodontal clinic, a dentist must understand the general problem of periodontal disease, complication occurred, solution and providing a treatment appropriately.
 - 9 Preventive and community dentistry: implementation of the roles
For a preventive and community dentistry. A dentist must be able to identify causes and risks and provide prevention according to the disease appropriately

10 Special care patient

Care for the patient with physical problem, development, mental Health or medical problem/ disability. Dentist must understand the common problem, complications and provide treatment appropriately

Contents of capability on case management of oral medicine, oral surgery, pediatric dentistry, orthodontics, endodontics, prosthodontics, periodontics, preventive and community dentistry and special care patient are in annex 2

V. Professionalism and general skills

(roles of dentist as a technical professionalism)

A dentist must have the capability as follow:

1. Use the ethical principle and legislations in to implementation of dentistry;
2. Provide a courteous treatment to all patient equally;
3. Respect right and right of patient;
4. Decide on dentistry treatment with science evident base and other source of references;
5. Implement according to the law/ regulation of the Ministry of health/ health care profession council;
6. Provide clear explanation of the step of examination, diagnosis, treatment, benefits, risk and choice of patient;
7. Implement the roles within the scope of ability and discuss or transfer to colleague who has more experience in case of need.

VI. Communication and interpersonal skills.

(roles of dentist as a health communicator)

Dentist must have the ability as follow:

1. Use the communication and interpersonal skills appropriately in to a routine task;
2. Communicate(verbal and written) effectively with patient, peers, staff and public widely;
3. Use the principle of social-psychology and behavior in to a patient center health care;
4. Use the principle and ethical standard such: confident principle, correctness and honest in implementation of routine task.

VII. Practice management and information

(roles of a dentist as a health manager)

Dentist must have capability in:

1. Assess the care provider, implementing facility, cash reimburse mechanism;
2. Educate the government policies, law, regulation, rules and technical responsibility to the staff and colleague;
3. Record and file the patient document;
4. Coordinate and provide advice to the colleague on dental health education;

5. Manage dentistry effectively base on the plan table, filing the recorded document, cash reimbursement and allocation of budget;
6. Implement the control infection and environment base on the standard;
7. Implement the task base on own ability and propose a consultation or transfer to the colleague who a specialized knowledge;
8. Use the information technology, information system in patient treatment, administration and profession development.

VIII. Oral health promotion
(roles of dentist as an oral health promotion)

Dentist must have an ability in:

1. Develop strategy on prevention, health education and implementation;
2. Cooperate with dentistry team and other health profession in administration and promotion of the universal health coverage;
3. Accept good practice of traditional healing to enable a better oral health;
4. Provide oral health education to patient and community widely.

Vientiane capital, date 02 August 2019
President of healthcare professional Council

Dr. Ponemek DALALOY

Annex 1

Scope of Practice for General Dentist

General Dentist (GD)

- ❖ **Meaning:** is a health care profession who can assess, diagnose, prevent, treat a disorders or other condition of oral diseases (non-surgical, surgical or other methods) under the scope of knowledge gained, training and experience.

Core Capacity:

A general dentist should has the capacity as follow:

1. Manage the child oral health, adolescence, adult, women, elderly and a special care patient.
2. Prevent, determine, traumatic treatment , oral disease and other abnormal in the mouth-, maxilla and face;
3. Consolidate, interpret the patient's information, including external/internal mouth courteously and use finding result to assess and treat patient with correctness.
4. Understand the disease negative sign and impact and dentistry health care management;
5. Diagnose, treat and/ or transfer the patient appropriately;
6. Assess, identify the appropriate treatment method according to the diagnosis, treatment and with more consideration of patient (such: mental health and clinical health, difficulty of X-Ray examination, other physical examination)
7. Order and interpret the oral and maxilla-face x-ray image
8. Diagnose and conduct a local anesthesia by methods that related to teeth and gum around the teeth or support of the teeth;
9. Order some related extra examinations to dentistry treatment as required;
10. Diagnose and treat Temporo-mandibular joint disorder without surgery
11. Install the passive space maintainers as required;
12. Treat pulpal by wrapping the pulpal wound by appropriated method;
13. Cut sentinel and/ fill with temporary or permanent materials in order for restorative purpose, structure plan or dental rehabilitation;
14. Apply some methods which aimed for restoration, fitting, adjustment, or prosthetics or adjust some part of prosthetics;
15. Extract and do small surgery such: biopsy and cut for drainage as required;
16. Prescribe the medication base on practice scope of dentist, on the law and regulation of Lao PDR;
- 16.1 Prescribe the controlled medication or addicting drug (CD-A) only 3 days. This Prescription is allowed only at the emergency unit of the hospital.
- 16.2 Prescribe a half controlled drug (CD_B) in 30 days without any additional.
17. Promote the oral health and prevention;
18. If the difficulty is above own ability, the dentist must refer to a specialized dentist.

Note:

- 1) Implant-ology is not allowed for implementation except only any general dentist who officially participated the training and assessment;

- 2) Scope of practices that is not included in the curriculum or general dentist training which will be mentioned as following will not allow general dentist to perform:
- Adjustment including clear aligners;
 - Maxilla-facial surgery, except only impaction;
 - facial cosmetic surgery including Botox and fillers injection.

Annex 2

Scope of Practice for Dental specialist

1. Endodontics

- ❖ Meaning: is a subject of dentistry including of education and experimentation on biology, etiology, diagnosis, prevention and treatment, injury of pulpal and disease condition that related to periodontics.

Core ability:

A general dentist should has the ability as follow:

1. Diagnose and treat oral disorder which cause by pulpal and / or periradicular origin;
2. Observe, implement, conduct and interpret the x-ray result of exterior and interior of the mouth;
3. Treat and fill the root canals by non-surgical procedure even there is/ is not a cause by periodontics disease;
4. Single time treat the root canals as required;
5. Support the root and fill more(post & core) in to the completed treatment of root canals;
6. To restore the origin teeth appropriately;
7. Color the pulpal and coat the teeth for the dead pulpal,
8. Treat the root canals as necessary;
9. Conduct treatment by restoring the pulpal such: wrap the pulpal, cut some pulpal out;
10. Emergency treat the root canals;
11. Treat the traumatic injury teeth;
12. Prescribe the antibiotic, anti-inflammation, analgesic and other base on the scope of practice of dentist, law and regulation of Lao PDR.

2. Dental radiology

- ❖ Meaning: is a subject of dentistry, it is a radiology that relates to x-ray taking, interpret the result of x-ray, information from x-ray for diagnose, disorder and condition of oral maxilla-facial disease.

- ❖ Core ability:

General dentist must have the capacity as follow:

- 1) Exam the head, neck, conduct and assess the dental and clinical history in order to determine appropriate examination;
- 2) Order for an x-ray and interpret the result of oral, maxilla-facial and teeth;
- 3) Understand about safety on radiology base on the regulation and law of Lao PDR;
- 4) Decide in using the film, film with other examination, radiology technic and other procedure in conducting the clinical activity;
- 5) Order for radiology such: old technic and digital to take the inner / outer oral image, computered tomography scan (CT scan) of oral, maxilla-facial;
- 6) Conduct the assessment of maxilla-facial joints(TMJ) or of implant area;
- 7) Record the result of interpretation of image that received for consultation and then report the outcome.
- 8) Acknowledge and explain respond to a complaint from society(contrast media)

3. Oral and maxilla-facial surgery

- ❖ **Meaning:** is a specific subject of dentistry which consist of diagnosis, surgery and other additional treatment, injuries and disability relate to function and beauty of oral and maxilla-face hard and soft organs.
- ❖ **Core ability:**
General dentist must have the capacity in following:
 - 1) Diagnose and treat, improve the disability or oral and maxilla-face injury;
 - 2) Diagnose and treat the pain on the face;
 - 3) Diagnose and treat the disability of maxilla joints and saliva grand;
 - 4) Diagnose and manage the disorders of teeth-face including congenital or non-congenital;
 - 5) Order and interpret the result of x-ray related to oral and maxilla-face;
 - 6) Assess, plan for treatment and conduct a teeth surgery, root teeth bone including withdraw the transversal teeth and other surgery to enable a prosthetic;
 - 7) Relocate the maxilla fracture or luxation and stable it by non-surgery procedure;
 - 8) Treat and prescribe an anti-infection for oral and maxilla-face in case of complication;
 - 9) Ration prescribe the medication under the scope of practice of dentist base on regulation and laws of Lao PDR.

4. Oral medicine

- ❖ **Meaning:** is a dentistry specific subject which relate to oral health care, diagnosis and non-surgical treatment and in oral and maxilla-face disorders.
- ❖ **Core ability:**
General dentist must have the capacity as following:
 - 1) Examine, diagnose and treat soft tissue disease and other disorders of oral and maxilla-face including mal-function of saliva grand and oral tissue diseases;
 - 2) Diagnose and treat disease that originated and non- originated from teeth in oral and maxilla-face;
 - 3) Order and interpret the result of oral and maxilla-facial x-ray image;
 - 4) Diagnose and treat an oral and maxilla-facial bacteria , virus and fungi infection;
 - 5) Interpret the result from laboratory and x-ray result for diagnosis and treatment;
 - 6) Conduct safe and effective surgery treatment of benign tumor or conduct biopsy to enable the diagnosis in case of suspect a malign tumor (cancer);
 - 7) Diagnose and treat chronic oral and maxilla-facial disorders and a joints disorder.
 - 8) Manage and oral health of the patient who has a serious disease;
 - 9) Order for additional specific examination which required by dentistry treatment principle;
 - 10) Rational prescribe the medication within scope of dentistry practice, law and regulation of Lao PDR.

5. Oral Surgery

- ❖ **Meaning:** is a specific subject of dentistry, consist of diagnosis, surgery and additional treatment, injuries and disability related to functional and beauty of hard and soft tissue in the mouth.

❖ Core ability:

Core ability of general dentist for this subject must have as following:

- 1) Diagnose or other oral disorder;
- 2) Conduct surgery of teeth- teeth bone in both simple and difficult procedure;
- 3) Treat the traumatic teeth and alveolar;
- 4) Treat the disorder of maxilla joints(TMJ) by non-surgical procedure;
- 5) Treat and prescribe for treatment of oral and maxilla-face infection;
- 6) Relocate the fracture or luxation of maxilla and stable it;
- 7) Order and interpret the oral and maxilla-face x-ray image;
- 8) Treat the abscess air sack of upper maxilla patient caused by teeth disorder;
- 9) Rationally prescribe a medication within dentist scope of practice, law, regulation of Lao PDR;
- 10) Conduct a diagnosis for prosthetics and implant.

6. Orthodontics

❖ Meaning: is a specific subject of dentistry, consist of diagnosis, prevention, control and solve a munching disorder as well as a disorder of muscle-nerve and bone structure during growth or completeness of oral and face structure.

❖ Core competency:

Core competency of general dentist in this subject are as below:

- 1) Diagnose and prepare treatment plan of abnormal teeth-face alignment (tooth/arch discrepancy) with a closely coordination and follow up with other division;
- 2) Order and interpret the oral and maxilla-facial x-ray image ;
- 3) Revoke/eliminate losing of inappropriate munching(Malocclusion);
- 4) Reduce the risk of cavity, gum and periodontics disorders which caused by overlapped teeth;
- 5) Revoke the risk/bad perspective;
- 6) Restore and improve the beauty of oral-face;
- 7) Adjust abnormality of munching (occlusion);
- 8) Use all devices to adjust teeth position to be aligned (aligners) for removal or fixation of maxilla- facial structure;
- 9) Rationally prescribe the medication within the scope of practice of dentist. Law, regulation of Lao PDR.

7. Pediatric Dentistry

❖ Meaning: is a specific subject of dentistry, which provide both treatment and prevention of oral health to early child to adolescent include who is in need a special care and mental health.

❖ Core ability:

Core ability of this dentistry subject are as following:

- 1) Provide counseling to the parent and child to accept and implement an oral care in order to prevent the disease;
- 2) Diagnose the oral disease related to pediatric and implement the appropriate treatment;
- 3) Diagnose and treat an pediatric and adultery tooth that has a disorder and traumatized;

- 4) Order and interpret the oral and maxilla-facial x-ray;
- 5) Treat a child who has a mixed of early and permanent teeth;
- 6) To provide a comprehensive oral health care for a child who has behavior and necessity for a special care of whom be a physical and mental disorders;
- 7) To improve the bad practice such: sucking thump, sucking lip, and silicone nipple and tongue pressing;
- 8) Prescribe rational medication within the scope of practice of dentist, law and regulation of Lao PDR;

❖ Other required skills:

- 1) Use of conscious sedation;
- 2) Behavior control and to be controlled by the medication.

8. Preventive and community dentistry

❖ Meaning: is a specific subject of dentistry which consist of treatment, prevention, promotion to avoid the occurrence of oral and tooth in community through the primary oral and tooth health care project.

❖ Core ability:

Core ability of general dentist in this subject have as follow:

- 1) Change the behavior, knowledge of community on oral health and other disorder;
- 2) Eliminate the barrier between people and health care service;
- 3) Train and use the scientific reason effectively in order to improve oral health;
- 4) Create and support cooperation among dentist, other health specialist, public health organization, private business, social services in order to set the jointed target for improvement and meeting the need of health care services for people;
- 5) Strengthen and expand capacity in term of dentistry researching;
- 6) Develop strategy plan to propose the budget required on implementation, study and researching on people oral health care;
- 7) Screen the chronic disease and systematic disease/ condition of being sick such: scare of disease in the mouth, diabetes, sleep with stopping of a breath (snoring), obesity and others.

9. Periodontics

❖ Meaning: is a specific subject of dentistry, consist of prevention, diagnosis and treatment with prosthetics and surrounding a tooth of its component to stable as normal position, healthy, well-functioning and remain the beauty of structure and soft tissue;

❖ Core ability

Core ability of general dentist in this subject are as following:

- 1) Strengthen and remain the good structure of hard and soft tissue in order to support the teeth and its root;
- 2) Order and interpret the result of oral and maxilla- face x-ray image ;
- 3) Assess patient' munching(occlusion) and provide options of treatment a tooth with periodontics disorder;
- 4) Conduct a surgery procedure by cutting the dead part of tissue including: scaling, brushing, and scratching the root (non-surgical)
- 5) Bicuspidization and hemi-section to adjust munching

- 6) Infection treatment/ gumitis and periodontics tissue
- 7) Use chemical therapy including delay absorption materials
- 8) Rational medication use within the scope of practice of dentist, law and regulation of Lao PDR;
- 9) Conduct a surgery of contraction to adjust a better function

10. Prosthodontics

- ❖ **Meaning:** is a specific of dentistry, consist of diagnosis, treatment plan, rehabilitation and maintain an oral function, convenient, beauty and wellbeing of patient base on condition of missing teeth and / or oral maxilla-facial organ by using a biocompatible substitution material.
- ❖ **Core competency:**
Core competency of general dentist in this subject should have as follow:
 - 1) Examine, treat and plan a treatment for patient with some missing teeth or whole teeth who need rehabilitation(prosthodontics)
 - 2) Restore a tooth or teeth, apply permanent or removable substitution as appropriate, restore dental structure, function and beauty of patient at all age;
 - 3) Order and interpret oral maxilla-facial x-ray images;
 - 4) Rehab the function of patient who need permanent substitution by restore some part or a whole tooth by using material, direct and indirect technique;
 - 5) Restore a root damaged tooth by a prefabricated and casted post & core;
 - 6) Use prosthodontics might be because of missed teeth or abnormal structure of teeth in order to rehabilitate an oral function;
 - 7) Make whole artificial teeth for a patient who has a without teeth;
 - 8) Follow the principle of a part prosthodontics;
 - 9) Rehabilitate the patient who has no parts of teeth or whole mouth by using an implant;
 - 10) Apply a treatment by using and adjustment of munching in order to balance the natural teeth frame and abnormal munching system(stomatognathic system);
 - 11) Diagnose and treat disability of maxilla joints(TMJ) by a non-surgery;
 - 12) Making a model(stents) of types base on clinic requirement, making a removable artificial teeth for a part and whole;
- ❖ **Additional necessary competency:**
 - Treat an elderly, maxilla-facial and a special care patient;
 - Rehabilitate an congenital abnormal maxilla-face/ after birth by using a temporary or permanent tools;
 - Rehabilitate an after- surgery abnormal maxilla;
 - Help a stopping of breath during sleeping(snore) by using tools;
 - Treat by using a substitution materials for a cancer patient.

11. Restorative Dentistry

- ❖ **Meaning:** is a specific subject of dentistry, consist of diagnosis and treatment of cavity and teeth disorder, support structure of the teeth including restoration and replacement;

❖ Core competency:

Core competency of general dentist in this subject should have as following:

- 1) Apply an easy and complicated restoration in order to maintain the matching between the shape, munching, function and maintain the soft and hard tissue surrounding a tooth;
- 2) Diagnose and treat the disordered pulpal or injured from a trauma and treatment of root canals if required;
- 3) Order and interpret the oral and maxilla-facial x-ray image;
- 4) Treat and solve the munching disorder by restoration in order to have an appropriate munching;
- 5) Demonstrate own high competency in choosing and using appropriate technique in all steps of a treatment identified;
- 6) Provide treatment in order for beauty by using direct and indirect restoration.

❖ Additional competency:

Treatment of all other periodontics abscess.

12. Forensic dentistry

❖ Meaning: is specific subject of dentistry, which related to investigation and assessment base on dentistry evident in order to support the legislation officer to implement the criminal or civil enforcement.

❖ Core competency:

Core competency of dentist in this subject are as follow:

- 1) Collect information and document/ dentistry evident by using technique and special procedure;
- 2) Dentistry certification before and after death by comparison, relocation or finding the dentistry evident(remained bone, teeth, x-ray image, blood confirmation and genetics (serology and genetic remnants)
- 3) Has a record document and position analysis/ line shown a munching (some outstanding points)
- 4) Understand the signs or things and sign of human abusing (including couple violation, elderly violation and child abuse) rights and responsibility of dentist in providing dentistry when has a report of such cases.
- 5) Provide an endorsement from specialist in order to judge the civil and criminal case;
- 6) Manage and retain record of the dentistry patient information in order to use as legislation evident to prove a patient and reduce mistakes on making a complaint;
- 7) Assess the age and determine the gender of individual.



Ministry of Health

Practice Standard for General Dentist

August 2019

Healthcare Professional Council



Lao People's Democratic Republic
Peace Independent Democracy Unity Prosperity

Ministry of Health

Healthcare Professional Council

No. 0146/ HCPC

Vientiane Capital, dated 02 August 2019

Decision

On

Endorsement of standard practice for general dentist

Pursuant to Healthcare professional licensing and registration system strategy of Lao PDR 2016-2020 No. 2098/ MOH, dated 03 December 2015;

Pursuant to Minister Decision on healthcare professional council No. 0131/MOH, dated 19 January 2017;

Pursuant to proposal and discussion of the dentistry profession committee (board).

President of Healthcare Professional Council agreed:

- Article1. Agree to endorse the practice standard for general dentist
- Article2. Delegate the healthcare professional council, dentistry professional committee to be a focal point and coordinate with concerned parties for implementation of dissemination, training on this practice standard for general dentist, also provide monitoring and inspection the implementation of practice standard for general dentist for an effectiveness and efficiency.
- Article3. Delegate the Ministry of health cabinet office, Health Care and rehabilitation department, health Personnel, health profession education department, the health care profession committees (boards) of health care profession council, university of health science, hospitals, center, institution, all concerned parties together to implement this decision on own individual specific responsibility.
- Article4. This decision will be affective from the signatory date.

President of Healthcare Professional Council

Dr. Ponemek Daraloy

The document has been delivered to:

- | | | |
|--|-------------|--------|
| 1. President, vice president of health care profession council | each person | 1 set |
| 2. Member of dentistry health care profession committee | each person | 1 set |
| 3. The health care profession bureau | | 1 set |
| 4. MOH Cabinet office | | 1 set |
| 5. UHS, hospital, centers, | each | 1 set |
| 6. Copy for filing | | 2 sets |

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Practice standard for general dentist.

Introduction

Practice standard for general dentist has described the expectation of people who wish all dentist who registered as a health care profession with dentistry profession committee/ health care profession must practice courteously.

This standard aims that the dentist know about expectation of public from a dentist.

Dentist means general dentist and specialized dentist in any subject who hold a dentistry care profession.

This standard provide details on principle and virtue which will be as a reference for good health care implementation and dentistry. This standard, has been drafted by dentistry officer of dentistry profession committee, health care profession council. Ministry of health, who has together collect the information selected by WHO/ ADB(World Health Organization, Asian Development Bank) in line with the standard of practice in Asian Economic Community(AEC) and has been base on the dentistry standard of practice in the developed, modernized dentistry country globally, then has been introduced widely to health technical and dentistry forum to discuss and look at the appropriateness to country context, look at completeness, perfection and others aspect.

Acknowledgement and implementation of this standard is mandate and responsibility of all dentist who has registered, and should implement strictly. Any non- complied implementation to this standard or complied but not as a routine or continuously can be impacted on the extension of professional licensing as well as receiving of the profession licensing.

In this standard, the word “must” means relationship with legislation or necessary requirement to implement. The word “should” means that a dentist will implement with consideration because some principles might not be able to apply in all condition or situation.

This practice standard for general dentist consist of:

- Patient center treatment;
- Quality of treatment;
- Scope of practice of general dentist;
- Ethics, honesty and professionalism;
- Relation with patient;
- Expenses (fees, treatment charge, service charge);
- Advertisement of service promotion;
- Reference of patient for a consultation and reference for a treatment;
- Task delegation;
- External and internal audit for development of quality treatment
- Health screening process, practice management and facility of dentistry practice

I. Patient center services

All dentist must:

1. Communicate with patient clearly;
2. Provide a clear information to the patient on choices or methods of treatment, result and expenses;
3. Provide treatment to patient with respecting the right without any negative action;
4. Apply a patient center for the services, understand patient and with consent from patient before treatment.

II. Quality of services

1. Treatment

All dentist must:

- 1) Provide good service with safe treatment, meet a profession standard base on evident;
- 2) Understand, use of ethic principle and has a responsibility for profession;
- 3) Ensure that the thing has been done still remain the believe of patient and society to the dentistry;
- 4) Communicate clearly and conduct the task effectively with a friendly style among colleague in order enabling the benefit of the patient;
- 5) Know about the scientific principle and use of biology knowledge, biomedicine, behavior, techniques and science of clinic for case management;
- 6) Know about the treatment, prevention and treatment planning on patient management;
- 7) Conduct the task base on knowledge, skills, competency and capability;
- 8) Treat base on skills, own experience and refer as appropriately, correctly and safely.

List of details services are as follow:

- Patient assessment and understand the patient history including factors that related mental, culture and social;
- Examine patient courteously by going to details of the patient issue;
- Explain and order for additional examination in the issue related to patient;
- Choose appropriate treatment;
- Respect the decision making right of patient and consult with other dentist as required;
- Facilitate the patient on the treatment.

2. Quality of a dentist:

All the dentist who in duty at the health care facility must be a qualified, registered and has a profession license:

- 1) Has been recognized, passed the examination and holding a health care licensing in line with principle set by health care profession council, Ministry of health;
- 2) Acknowledge and agree to implement base on related oral and tooth care regulation and law of the health care profession council, Ministry of health;
- 3) Cooperate, provide adequate information, and officially correct.

3. Maintain and develop professionalism

Dentist must:

- 1) Develop and maintain the knowledge, skills and continuously implement the clinical procedure;
- 2) Because the medicine, dentistry and technology has been changed over time, in order to maintain competency and to get your own updating, dentist should apply these:
 - Follow the regulation of dentistry profession committee, health care profession council;
 - Participate in continuing medical education (CME) and continuing professional development (CPD) with a record of topics, hours of participation in education training in order to be an information or evident to submit to health care profession to extend the health care license as need;
 - Participate in related profession development as well as participate in conducting and process of assessment in order to develop a continuing profession capability;
 - Follow the instructions, regulation and law which related to implementation of health care.

4. Health care and welfare

1) Dentist should take care of own health and welfare as following:

- Take as an importance of a vaccination especially for a common disease and the infectious disease where is available;
- Consult with senior doctor immediately if a dentist feels he/she got an infectious disease and should ensure that this condition would not transfer a risk to patient and other people;
- Always taking a balance between working and living.

2) Dentist should take care of own health and welfare of colleague by implementing these:

- Help the colleague who has a health problem to enable him/ her for an appropriate treatment;
- Follow the instructions of Ministry of health for a dentist with health problem;
- Inform the health profession council if a dentist see a colleague lacking of competency;
- Inform the health care profession council if a dentist see a colleague with lacking of quality or professional standard.

5. Public health

Dentist must report to the related office on the information such as follow:

- 1) Mandatory report of infectious disease(inform immediately when found the case or suspected);
- 2) Non infectious disease according to regulation of Ministry of health.

III. Scope of practice of dentist

Implement base on skills and knowledge from the training, as determined in scope of practice of dentist, throughout the implementation of health care and dentistry services, dentist must follow as below:

1. Post the copy of qualification, certificate that received;
2. Use only the qualification of subject that has been registered with health care council. (for details see the scope of practice of dentist)

IV. Ethics, honesty and professionalism

1. Scope of profession

- 1) Dentist must upgrade the principle of own ethics and standard of behavior;
- 2) In implementation of own profession, a dentist must pay attention to:
 - No use of abused own position power to gain benefit from the patient, no sexual abuse or should not conduct an un-appropriate action to patient;
 - Should emphasize on good service by providing treatment and advice to the issue or diagnosis of patient base on a clear evident.

2. Medical report and dentistry

A dentist when gained a trust from organization who has been authorized to sign the document such as: death certificate, medical certificate, must make sure that the signature is based on the truth. In order to maintain a trust a dentist must act as following:

- 1) Have to check all the document before signing it, and sign only when the document is proved as a correct one;
- 2) If has been requested to provide evident or to be a witness of the case or investigation must be honest in both verbal and document, and ensure a presentation base on scope of own ability;
- 3) Should not issue a medical certificate when there is no clear evident of being a disability.

3. Financial management and commerce, a dentist should pay attention to:

- 1) To be a honest person and transparent in all financial management with patient and in the case of where there is a concern of patient financial benefit as well;
- 2) Avoided a promotion the patient to give a bribery, borrow the money and give a present, lent and receive money or present of a direct and indirect benefit to a dentist including participate in lent or investment with patient.
- 3) Must facilitate the patient in a access to things based on need, this things are a consumable, tools/ medical and dentistry equipment or medical electrical devices for diagnosis, treatment, relief or prevent the disease including disorder or injury of patient.

4. Conflict of interest

- 1) A dentist should avoid a conflict of interest that will result to a treatment, this conflict might be happened when a dentist gained a trust from a patient, at same time there is a financial benefit, profession or individual benefit or might related to a third party which all could impact to a patient treatment;

- 2) A dentist should behave like this:
 - Behave for a highest benefit of patient during a treatment, care and refer the patient;
 - Be alert to a conflict of interest that related to the prescription, diagnosis and use of medical equipment;
 - Avoid receiving an incentive, present, hospitality which might impact to a change of prescription, treatment or a reference.
5. Prescription, dentist should behave as following:
 - 1) Follow the rational medication use guideline;
 - 2) Prescribe a safe medication and effective and base on existing scientific evident;
 - 3) Ensure prescription could enable the pharmacist dispense a basic drug which has the effect same as the brand one but cheaper price.
6. Own prescription, treatment of family member and relative
 - 1) A dentist should not be a key treatment person or a person to treat family member because at that time the professionalism has been down, except only a basic treatment, short term, minor emergency or in the isolation situation;
 - 2) In case of emergency or isolation where there is no qualified dentist, the dentist could treat him/her self or family member until there is another dentist could help;
 - 3) It will not be an appropriate for a dentist to prescribe the controlled drug list for him/her self or family member unless for emergency only;
7. Research

Dentist could conduct a research on human in order to improve the treatment and quality of life in the community. When doing a research, the dentist must follow the instruction on research ethics, during a research the dentist should:

 - 1) Behave with the participant respectfully;
 - 2) Behave honestly with a moral
 - 3) Participation must build on the volunteer basis and based on consent after receiving the information;
 - 4) Follow up the research progress and officially inform immediately on the event or negative result;
 - 5) Allow the participant to withdraw from a research in any time without asking the reason;
 - 6) Disclose all the information of participant;
 - 7) Follow the instruction on publishing the research result, copy right and a revision with team member.

V. Contact with patient

1. Closing of patient confidentiality
 - 1) Dentist must disclose the information even the patient has died, except only has been request by law, official benefit and base on consent of patient;
 - 2) Dentist must not disclose a confidentiality patient information to any party even their spouse, children of patient; sibling, family member or other person without consent of patient;
 - 3) A person who is under legal competence and other must gained a consent from guardian or a law authorized person to decide in the case if need to report;

2. Disclosing the patient file, dentist has a role to:
 - 1) Has a role to keep it well the patient file and be updated;
 - 2) Should record every examination in a standard form, record is a confidential document which could disclose to a patient and a dentist only, and should not be disclosed to the third party before gaining a written consent from patient, except only, a case that has been requested by law or in order to maintain the welfare of individual and community;
 - 3) If a patient request for a medical record by written, a dentist must issue a copy to the patient or other dentist or judge or other person who has been identified by the patient;
3. Consent
 - 1) Before conducting a practice, dentist must gain a consent from patient and must explain details information in order to enable patient to understand at same time a dentist must inform the health risk information, benefit of a practice, service fees and other related expense;
 - 2) The dentist must provide an opportunity to the patient to acknowledge the information clearly before conducting a practice;
 - 3) The dentist must gain a written consent before conducting a practice of surgery or any practice with anesthesia;
 - 4) If a patient is not in the condition to be able to provide consent, dentist must contact guardian or an authorized person to be a representative of a consent. In the case of not able to gain a consent, dentist must could conduct a treatment in emergency in order to save life or to avoid the severity of health.
4. Dealing with a complaint
 - 1) Dentist should acknowledge the right of patient for a complaint to the dentistry health profession committee of the health profession council and cooperate with patient in order to solve the issue if possible;
 - 2) Patient has the right to make a complaint about treatment if was not satisfied, dentist must follow the law and related policy but must ensure that the complaint will not affect the treatment.
5. Treatment in the last stage of life
 - 1) Dentist has a role to explain in order to manage the truth of death, in treatment and care for the last stage of life, the dentist should:
 - Provide or manage appropriately on a symptomatic treatment;
 - Explain to the patient and relative to understand the medical limitation in extending the life;
 - Acknowledge that extending life is not a benefit of patient and might reduce the quality of life;
 - Encourage patient to write a document in advance to express on health care at the last stage of patient.

- 2) Dentist has no right to end the life of patient, at the same time has no right to extend the life of patient in any cases, dentist should consult with colleague when there is a conflict perception on extending life or continue the treatment, dentist has a role to help to reduce the disease crisis, communicate with patient and family to understand if there is any appropriate treatment.

VI. Expense(fees, treatment charge, service charge)

1. Informing the expenses before a treatment

- 1) The patient has the right to know about a health care services and how much for each dentistry, they must know before receiving a treatment, dentist must inform the patient the expenses before gaining the consent on a treatment;
- 2) Dentist should inform about the non-medical expenses(fees for a medical record document) and inform about expense before providing a treatment for a non-health insurance or social protection scheme;
- 3) In the health facility, dentist should post the list of service with expense.

2. The table and legislation on expense

- 1) Dentist must know about the table and legislation of expense in own division and laboratory, in the case there is no table of expense, dentist should collect the fees reasonably or depending on the location, the dentist must:
 - Sent the document to request for reimbursement of expense on behalf of the patient who has a health insurance and collect base on the related table of expense;
 - Follow the regulation on requesting the reimbursement of expense to the health insurance company and/ or social protection unit and use the correct code for diagnosis and related practice code;
 - Don't send the document a lot of time or write the invoice for two times of a single practice;
 - Don't collect money or collect the fees of expense against the law;
 - Don't collect the medical and dentistry expense for a non-insurance or social protection.
- 2) In the case of emergency, if the patient do not have insurance and/ or social protection, dentist must provide treatment without minimizing quality of a medical and dentistry treatment.

VII. Advertisement for a promotion of service

Dentist must responsible for the advertising content of own services, for advertisement the dentist must practice as follow:

- Advertise base on the truth and medical and dentistry inspect-able information, scope of practice and certificates,
- Avoid a use of or advertisement for service promotion or non-evident practice and a treatment still under study;
- Provide the correct information by a non- comparison of own service with other dentist;
- Avoid an advertisement that confirm a successful treatment, promote an over expectation or reference to a product or service.

VIII. Patient reference for consultation and treatment

1. Dentist should create a respectable relationship among colleague, nurse and other health officer, when practicing as a member of a team or in cooperation of medical colleague, dentist should:
 - 1) Communicate with colleague on patient treatment clearly, in time, effective and in respectable manner;
 - 2) Avoid forcing, abuse or discrimination among colleague;
 - 3) Record in the form completely about patient treatment and use this information for patient transfer in order for an appropriate treatment.
2. Dentist must refer or transfer the patient to another dentist or other medical officer when is in need, in generally, in the case of the treatment duration has been determined. In the case of transfer the patient for additional treatment, the dentist should:
 - 1) Acknowledge own limitation and understand specialized skills of colleague who can help;
 - 2) Understand the qualification, experience and competency of a dentist who will receive the patient;
 - 3) Explain to the patient about the reason of transfer or reference;
 - 4) Agree with patient on choosing of a counseling dentist or a dentist who will be a key dentist for treatment;
 - 5) Record in the document by written language on disagreement of patient for a health counseling and other related issue;
 - 6) Inform the dentist who will receive the patient know about history of patient disorder, result of additional examination and current patient situation.
3. Specialized dentist should receive the document referred from general dentist in order to provide treatment to the patient;
4. Specialized dentist should inform the dentist who referred the patient know about the result of treatment by a written report of the treatment. In the case of general dentist was not in duty. The specialized dentist has a responsibility to provide and arrange all necessary care for the patient after a treatment.

IX. Delegation of work

1. Day off (holiday/sick leave/for a training/ meeting), dentist should has appropriate arrangement for the treatment. Delegation should write clearly the task that need to do for the patient, in order to gain an effective delegation, dentist must inform colleague clearly about the need of patient, when delegate the task a dentist should:
 - 1) To be sure that the delegated person has qualification, knowledge, skills and responsibility in order to provide treatment as need;
 - 2) Coordinate with a replacing dentist on his/ her practice and treatment.
2. Will not responsible for or advise on decision making and practice of a replaced dentist. However, an original dentist for the patient still hold a responsibility for patient management and could clarify on decision making for this delegation.

X. Internal and external audit for quality improvement

In order to improve the treatment quality, it is necessary for all dentist to:

1. Be audited, assessed the practice and quality of treatment by internal and external;
2. Do a self-assessment, has innovative idea and self-learning in order to maintain the competency of treatment;
3. Provide good quality treatment which emphasize on existed reason or evident and instruction of dentistry health profession committee, health care profession council, Ministry of health;
4. Always develop knowledge, competency and skills of own profession.

XI. Health screening process, dentistry implementer and facility management

Dentist should be as below:

1. Be healthy, without any infectious and chronic disease ;
2. Be annually health checked and vaccinate;
3. Prevent the patient, friends, relative to be safety from risks that could be occurred from health and practice of dentist;
4. Stop a self-diagnosis, self-health assessment and self-prescription;
5. Request for help immediately, inform the organization where you are working in, in case there is an abnormal or disability to yourself. Which could impact to the work(including addicted to the drug or abuse substance);
6. Use appropriate practice or treatment in a suspected of child drug addicted or abandoned;
7. Has appropriate facility for the treatment and safe (safe from radiation, chemical,...), Could perform emergency treatment easily and treat patient in a clean facility, good environment and safe;
8. Follow the manual on radiation safety and infection control;
9. Keep the document tidy, clear, comprehend, be a system and readable;
10. The document that have to refer to other dentist or health personal must keep the original one in the patient file.

Vientiane capital, 02 August 2019

President of Healthcare Professional Council

Dr. Ponemek Daraloy