

Books *beautiful* books

TITLE: The management of medical emergencies
AUTHOR: C. Balmer, L. Longman
PUBLISHER: Quay Books
PRICE: £19.99
ISBN: 97818564371



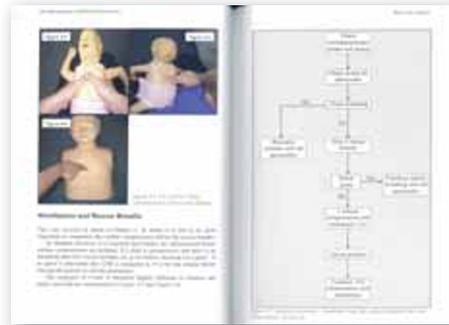
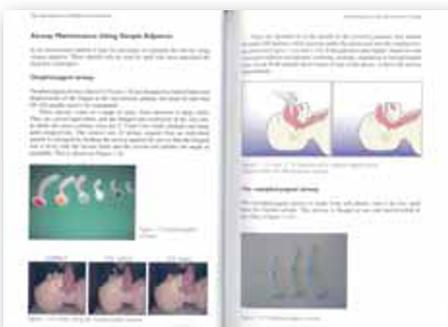
Clearly divided into three easy to read sections.

The management of medical emergencies is an up-to-date publication covering all aspects of medical conditions, drug requirements and treatments required to identify and stabilise the most common medical emergencies found in the dental environment.

The book has a comprehensible introduction section giving information on what constitutes a medical emergency for adults and children, how they can be prevented and the preparation of the dental team. The book is then clearly divided into three easy to read sections:

'Fundamental systems of the body' looks

'The clear and concise layout of the book makes it an invaluable addition to the workplace and suitable for all dental care professionals.'



at the obstructions that can occur with the upper and lower airways and how an open airway can be maintained. Cardiovascular system is explained plainly, with blood pressure and the heart described in detail. It specifies how to take a pulse and the possible reasons for slow and fast heart rates. A section on the nervous system also indicates the medical emergencies that could occur due to the anxiety and stress caused by a visit to the dentist and other conditions which could affect the nervous system.

'Emergency procedures' covers how to assess the sick patient, the principles of basic life support with chest compressions and ventilations/rescue breaths (including the use of a defibrillator), and how to give emergency drugs if required. A summary of emergency drugs and their uses is also included.

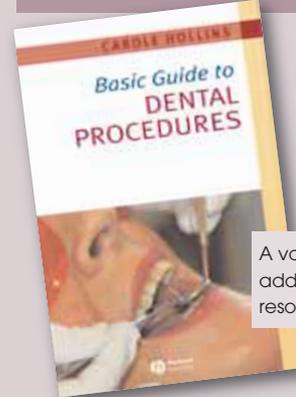
'Medical emergencies' defines the common emergencies which can present in a dental environment, including anaphylaxis, epilepsy, cardiac arrest and heart attack, faints, and diabetic conditions. It states comprehensible signs and symptoms to look out for, and the management and prevention of each.

Each section is divided into easy to read chapters and clearly explains the important of medical histories and the conditions which could influence treatment planning, and a self assessment check list will ensure you are prepared for any emergency that could occur. A list of additional contacts and resources is also included at the back of the book, should you require further information on any aspect of medical emergencies or conditions.

The clear and concise layout of the book with key points highlighted, diagrams and pictures makes it an invaluable addition to the workplace and suitable for all dental care professionals, reinforcing the essential practical information gained during basic life support courses.

*Kirsty Stevens RDN LCGI
 Course Leader – NVQ Level 3 Oral Healthcare*

TITLE: Basic guide to dental procedures
AUTHOR: Carole Hollins
PUBLISHER: Blackwell Munksgaard
PRICE: £19.99
ISBN: 9781405153973



A valuable addition to any resource library.

This book is an introductory guide to the standard dental procedures that are routinely carried out in general dental practice. It is designed to give dental nurses who are at the beginning of their career a basic but adequate overview of techniques that are routine and also an introduction to aspects that they may not have come across or have access to in their work environment, eg implants.

'The explanations are enhanced by using some excellent pictures, which demonstrate pre- and post-operative examples of each procedure, or they are used to help explain how a certain technique is carried out.'

The book is well structured and is written in a clear and concise way. It consists of 12 sections varying from preventative techniques to extractions. It also covers more complex procedures such as implants and whitening. Each section explains the background information, details and techniques used in each of the procedures. The explanations are enhanced by using some excellent pictures, which demonstrate pre- and post-operative examples of each procedure, or they are used to help explain how a certain technique is carried out.

This book succeeds in what it was written to do and that is to provide the reader with basic information, which would help them to be able to deal with any questions that may arise in a clinical situation in general practice regarding a procedure that a patient may require.

'I feel that any dental nurse starting out in his or her career would benefit from reading this book and could then continue to use it as a reference guide.'

I feel that any dental nurse starting out in his or her career would benefit from reading this book and could then continue to use it as a reference guide. As this book is designed as an introductory guide it does not explain the theory and clinical techniques behind each procedure in depth so it could be used alongside other dental nursing textbooks to help them gain a greater depth of knowledge as they progress through their career.

I would recommend this book to any dental nurse starting out in the profession or returning to the profession after a long career break and it would be a valuable addition to any resource library in a dental practice or training establishment for dental care professionals.

Sara Elston
Clinical Manager/Tutor



Sara Elston

DVDs

TITLE: First Practice Management training DVDs
PUBLISHER: First Practice Management, www.firstpractice-management.co.uk
PRICE: £42.50 + VAT per DVD



I was delighted to be given the opportunity to review these DVDs produced by First Practice Management.

This series of training DVDs is intended for use by dental practice managers, providing them with the advice and support required to manage three, sometimes difficult areas of staff management: appraisal; managing sickness absence; and grievance and disciplinary. Each DVD is introduced by Tim Marlton of First Practice Management and presented by Patricia Gray, a management/HR consultant, trainer and facilitator specialising in general practice.

Each DVD begins with an introduction setting out the content and the anticipated learning outcomes of the topics discussed. The presentation itself could not be easier to follow as we watch typical practice scenarios acted out to highlight both difficult areas of staff management and then ways of avoiding such situations. Patricia Gray discusses each situation and promotes good practice by establishing solid practice policies, protocols and

procedures and at the same time, highlighting any relevant legislation. Each situation is dealt with using a common sense approach and puts the point of view for both employer and employee.

In addition to the audio visual presentation, the DVD provides the facility to download documents to support the procedures and policies discussed which can then be modified to suit the individual practice. A full PowerPoint presentation is also provided and can be downloaded for further use within the practice or as notes from the presentation. The convenience of being able to do this in practice is also a great benefit!

Appraisals are sometimes viewed by management and staff as a time consuming, unnecessary process that has little or no benefit to either side. This DVD highlights how, with preparation and real understanding of the benefits achievable, staff appraisals are a real tool to staff performance and overall teamwork success.

Absence management is never an easy situation in dental practice largely due to the fact that we often rely on small teams and when a member of staff is missing, it can put a strain on the whole practice. This DVD provides the practice manager with practical advice on managing these situations, looking at both short and long term absence. It covers a whole range of methods to prevent unnecessary short leave, as well as looking at the legislation surrounding what we can and can't do and moving on to fully explaining the assistance that may be made available to the staff member who finds themselves on long term sickness leave and how perhaps the practice can be reorganised to cope with such situations.

Grievance and disciplinary procedures. At last, a clearly defined tool to assist the practice manager to handle grievances and take disciplinary action fairly and in accordance with statutory requirements. As a practice manager I hope this one rears its ugly head as little as possible but with this DVD as an easily accessible reference, I will feel more confident in handling such situations.

The practice manager's role is one that is constantly challenged by the unceasing new initiatives, changing legislation and the difficult staffing issues that can be presented in dental practice. It is sometimes difficult to find the tools suitable for convenient and easily accessible learning to achieve and maintain the skills required. First Practice Management has got it right and I have no hesitation in recommending these DVDs to all practice managers.

Miranda Pope Cert.DPM
Practice Manager