

TEACHING AIDS

RETRIEVAL OF SLIDES*

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Keywords: slides

Sometimes the retrieval of slides to be used in a lecture, proves to be a problem. A method of retrieval follows.

When a slide is received from the processing laboratory it is labelled. Labelling is important and must be standardised. If the slide depicts case material it is provided with the patient's name, unit registration number and date. If the slide is of a diagram or text then the appropriate keyword or category name is used.

The patient's surname is written first and in block letters; the given name follows in lower case letters to avoid possible confusion between first and last names.

If there is more than one slide of the patient then each slide is allocated a number which is written after the name. On the top left hand corner of the label an asterisk is placed when the slide has been put into a category in the master index system. *Figure 1* shows a typical label and *Figure 2* the index system used.

The whole range of slides of the patient or topic is listed in the index e.g. EXTRACTIONS, General 1) - 9). Frequently slides are entered in more than one category. Only after the slide has been indexed will it be placed in the plastic storage envelope.

If possible lectures are written out fully beforehand. Slide changes are included in the text and they are marked by a red asterisk followed by the patient's name plus the slide number. This enables the nurse to retrieve the specified slides from the master file prior to the lecture.

* SMITH, John 1)
U.R. 123456 1.1.89

Figure 1.

Slide Index

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1. Aetiology malocclusion
2. Ankylosed teeth - see also submerged teeth
3. Anterior crossbite
4. Asymmetry and centre lines
5. Banding Bonding
4. Centre lines and asymmetry
6. Cephalometrics
7. Class III
8. Class II Division 2
9. Class II Division I treated with removable appliances
10. Classification
11. Conservation and orthodontics - also see intrusion
12. Crowding and lower incisor crowding
35. Deciduous extractions and Space maintainers
13. Diastema
- Dilacerations
14. Displacement
15. Extractions - general
16. Extraction of 7s
17. Extraction of 6s
18. Extraoral traction
19. Impacted 6s
20. Impacted 7s
21. Impacted 3s
11. Intrusion - see also conservation and orthodontics
22. Lateral crossbite
12. Lower incisor crowding, and crowding
23. Miscellaneous
24. Missing teeth
25. Orthognathic surgery
26. Pathology
28. Quiz
29. Radiology
30. Relapse, unfavourable growth and unfavourable eruption
31. Removable appliances - appliances
32. Removable appliances - patients
33. Serial extraction - successful and unsuccessful
34. Soft tissues
- Soft tissue damage
35. Space maintainers and deciduous extractions
36. Submerged teeth - see also ankylosed teeth
37. Supernumeraries
38. Thumb sucking
9. Treatment planning - see Class II Div I
39. Uncoverings
40. Unsatisfactory results following extraction of 4s
41. Vertical dimension

Figure 2.