



Functional Occlusion –  
From TMJ to Smile Design  
**Implementation Guide**

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# Create Your Ideal Practice Schedule

To overcome the challenges facing you in implementing Complete Dentistry you must first make the time for all the dentistry you are about to start doing.

Below are examples of some key elements that should go into a good schedule. See how your ideal schedule could use any of these ideas.

## Example Schedules

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00					
7:30	Planning	Planning	Planning	Planning	Planning
8:00			New Patient Exam		
8:30					
9:00					
9:30					
10:00					
10:30			Staff Meeting		
11:00	Urgent Time	Urgent Time		Urgent Time	
11:30					
12:00	Lunch	Lunch	Lunch	Lunch	
12:30					
1:00	New Patient Exam			New Patient Exam	
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30	Planning	Planning	Planning	Planning	
5:00					

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00					
7:30	Team Huddle	Team Huddle	Team Huddle	Team Huddle	
8:00	New Patient Exam		New Patient Exam		
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30	Lunch	Lunch	Lunch	Lunch	
1:00					
1:30					
2:00		New Patient Exam	Planning* (Staff Meeting Once/ Month)	New Patient Exam	
2:30					
3:00					
3:30					
4:00	Urgent Time	Urgent Time	Urgent Time	Urgent Time	
4:30					
5:00					

*Note: Schedule 3-4 New Patient Exams Per Week - either at 8am or 1:30pm.*

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00					
7:30					Planning
8:00		Staff Meeting	New Patient Exam		
8:30		New Patient Cleaning			
9:00					
9:30					
10:00					
10:30					
11:00				New Patient Exam	
11:30					
12:00	Urgent Time	Urgent Time	Urgent Time	Urgent Time	
12:30					
1:00	Lunch	Lunch	Lunch	Lunch	
1:30					
2:00			New Patient Exam		
2:30					
3:00					
3:30					
4:00					
4:30	Urgent Time				
5:00					

## Your Ideal Practice Matrix

Fill in the schedule below based on your answers to the following questions:

What do you like to do the most?

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What do you like to do the least?

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When do you want to start each day? When do you want to end each day? What days do you want to work? Do you want a lunch hour? What is the best time for emergency appointments?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00						
7:30						
8:00						
8:30						
9:00						
9:30						
10:00						
10:30						
11:00						
11:30						
12:00						
12:30						
1:00						
1:30						
2:00						
2:30						
3:00						
3:30						
4:00						
4:30						
5:00						
5:30						
6:00						
6:30						
7:00						

# Introduce Complete Care Dentistry to Your Team

One of the biggest obstacles we have seen in implementing Complete Dentistry is getting your team on board with the changes that are about to occur. Your vision is going to be a paradigm shift from the way the office has been operating, so you have to insure your whole team is rowing in the same direction.

**Step 1: Setup a staff meeting to explain why the entire team will benefit from an understanding of “Complete” Dentistry and why it is better than usual and customary dentistry.**

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## 1. Team Meeting Checklist

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**Prepare the following items for discussion:**

- ▶ Tell your story about why you are studying at The Dawson Academy (make it personal).
- ▶ Share your vision for the practice and why you are excited about it.

**We encourage you to establish consistent team meeting times at which you can help your staff understand the Concept of Complete Dentistry®. Begin by discussing the following items:**

- ▶ Introduce the concept of general and specialty patients.
- ▶ Explain the four parts of the chewing system (TMJ, Muscle, Posterior Teeth, Anterior Teeth).
- ▶ Explain the signs of occlusal instability (Cracked, Chipping, Wear, Pain).
- ▶ Present the ideas of cause and effect, and implications and solutions.
- ▶ Establish additional team meeting times for learning together.  
Consistency is key. Consider starting with a dedicated (one hour) meeting per month.

**The ideal way to do this is to use the DVDs and online videos to help your staff understand. We recommend starting with Volume 4: The Concept of Complete Care.**

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## 2. Get Your Lab On Board

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Start talking with your current lab and explain your vision to them. If they are not on the same page, this would be a good time to start interviewing other labs. **The Dawson Academy Lab Association** is a great place to find Dawson trained labs and technicians. You can find the ‘Lab Association Directory’ in the back of your course manual and on The Dawson Academy Website.

**Suggestion: Invite your technician to attend this course (Functional Occlusion - From TMJ to Smile Design) and move through the curriculum with you.**

## What to Do With Your Current Patients

Begin looking for signs and symptoms of instability in your current patient base. In addition to signs of periodontal disease, look for signs of occlusal disease (excessive wear, mobility, or tooth movement).

At this time, it is unnecessary to go into long, descriptive conversations with patients. It is acceptable to let patients know you have some concerns which will need to be addressed —“plant the seed.” As you learn the process for proper examination and records you will find your patients will be receptive if you have “planted the seed” in advance.

## Materials

Begin acquiring the following materials. It’s great to have items in hand while watching the DVDs and online videos with your team at your meetings. Below are essential materials you must have if you are going to progress. The additional bonus of acquiring these materials and supplies in a timely manner is that you’ll be prepared to hit the ground running after Examination and Records!

✓	Equipment	Recommended Company
	Articulator (facebow and centric check)	Whip Mix Corporation 800.626.5651 <a href="http://www.whipmix.com">www.whipmix.com</a>
	Labrinator	
	Denar Wax	
	Camera (memory cards, mirrors and retractors)	PhotoMed 800.998.7765 <a href="http://www.photomed.net">www.photomed.net</a>  Shofu Dental Corporation 760.736.3277 ext. 228 <a href="http://www.shofu.com">www.shofu.com</a>
	Doppler	Great Lakes Orthodontics, Ltd 800.828.7626 <a href="http://www.greatlakesortho.com">www.greatlakesortho.com</a>
	Lucia Jig	
	Torch	
	Range of Motion Rulers	
	Stick Compound	

## Resources

Below is a collection of resources we recommend to begin your journey towards achieving your vision.

- ▶ Purchase Dr. Dawson's textbook '**Functional Occlusion – From TMJ to Smile Design**'. Dedicate time each week to read at least one chapter. Each chapter is incredibly informative and easy to read. Feel free to highlight and write in your textbook. It will serve as your reference material and you will refer back to it often.
- ▶ Find a **Dawson Academy Ambassador** in your area. Use your list of Dawson Ambassadors as a resource. All Dawson Ambassadors have all been where you are now. Each will share experiences and ideas to help you implement Complete Dentistry into your practice. If you cannot find an Ambassador in your area, feel free to reach out to one via email or phone.
- ▶ Purchase the **Volume 4 DVD: The Concept of Complete Dentistry®** and watch with your team.
- ▶ Begin by working out a plan for completing the Dawson Curriculum. The Dawson Academy staff can help you with financing options if needed.

## Next Steps

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### **Sign up for Examination & Records hands-on course**

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As you start to see more of these patients with occlusal disease (they are already in your practice), you will begin to feel the need to solve these problems. It's time to begin your next step. **Register for the first hands-on class, EXAMINATION & RECORDS.**

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### **Plan Your Dawson Path**

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Talk to a representative at The Dawson Academy to plan your journey through our Core Curriculum. We can help with financial planning and scheduling to eliminate hurdles as you proceed with your learning. Call **1.800.952.2178** and we'll be happy to assist you.