



# SAAD DCP Prize

## Service Evaluation Report

### Guidelines

Please use the following as a template to write up your report in Microsoft Word up to 2,500 words.

#### ABSTRACT

The abstract should be a 200-word summary of the full report and follow the same structure so that the reader will be able to find more information easily if required.

#### INTRODUCTION

This should include any background information and relevant literature as well as identifying how the current evaluation builds on previous work, what was achieved and why this evaluation was necessary. Include information regarding the context surrounding this project.

#### AIMS

In this section list the aims of the evaluation project, including what you want to achieve and the purpose of the evaluation.

#### OBJECTIVES

List the objectives in this section. The objectives are what needed to be achieved in order to meet the aims listed above.

#### METHOD

In this section you will need to include details of the population you used including inclusion and exclusion criteria, how selected and the number of participants. A description of the data collection and analysis is also required. **Any questionnaires should be included as appendices.**

#### RESULTS

A report of the results of the data analysis. Use tables and figures where appropriate.

#### DISCUSSION

This is an opportunity to reflect on the evaluation and set it in context with other work.

Lessons learnt - highlight key learning points about the evaluation including problems with the selected method.

#### CONCLUSIONS

Summarise the key findings of the evaluation including strengths and weaknesses.

## RECOMMENDATIONS

List any recommendations that should be introduced along with the justification for the recommendation.

## ACTION PLAN

This is a description of how the recommendations will be implemented. Please use the template provided in the appendix to this document for your action plan.

## REFERENCES

Include all references used in the report in the format.

### *Reference to an article*

1. Molar L R, Fang-Jones Q, Jaw U. Are Teeth biting back?. Br Dent J 2006; 200: 144-146.

### *Reference to a book*

2. Craig D C, Boyle C A.. Practical Conscious Sedation. 2<sup>nd</sup> ed. London: Quintessence, 2017.

### *Reference to a book chapter*

3. Robb N D. Conscious sedation in Dentistry. In Heasman PA (ed) Master Dentistry. Vol. 2; Restorative Dentistry, Paediatric Dentistry and Orthodontics. pp 149-168. Edinburgh: Churchill Livingstone, 2003.

### *Reference to a report*

4. Re-accreditation and re-certification for the dental profession. London: General Dental Council, 1997.

### *Reference to a webpage*

5. General Dental Council. Scope of practice. 2009. Online information available at [www.gdc-uk.org/Newsandpublications/Publications/Publications/ScopeofpracticeApril2009\[1\].pdf](http://www.gdc-uk.org/Newsandpublications/Publications/Publications/ScopeofpracticeApril2009[1].pdf) (accessed April 2012).

## APPENDIX: Action plan template

### Action Plan

The recommendations in the action plan should be those included in the “Recommendations” section of the report.

Project Title:

Project Lead:

Version No:

Table for action plan

Recommendation	Action Required	Completed By	Person Responsible	Comments	Action Status