experience in the fields of management and marketing, the book is refreshingly free of mysterious industry jargon.

The structure is exceptionally user-friendly. The main body of the book is subdivided into four sections: Preparation, People, Planning, and Policies and Procedures. The facets of each domain are explored under clear sub-headings, in a logical progression. The frequent expression of information using bullet points enables concepts to be absorbed and revisited easily. Key ideas are illustrated in simple diagrammatical format.

‘The structure of the book is exceptionally user-friendly.

For those considering adopting a management related role, it would serve as an ideal first read with concise yet comprehensive coverage of the topic.’

‘Preparation’ defines the process of management. It extols the benefits of rational long-term planning prior to assuming a management role. It encourages the reader to consider the involvement of the entire dental team and those in professions auxiliary to business, in the running of a practice.

‘People’ examines the importance of a glowing and ethical practice ethos, the provision of patient-centred services. The importance of the composition of the dental team, recognition of individuals’ strengths and skills, and the value of investing in employee development are explored.

‘Planning’ offers practical advice and tools to help foster an objective-focussed and cohesive operation. The concept of ‘strategy’ in the context of business planning, financial forecasting and marketing is extrapolated in full.

‘Policies and Procedures’ highlights legal requirements and prudent measures to take concerning documentation.

This book is relevant to those in NHS, private and specialist sectors; small and large practices alike. It would be of direct value to those involved in practice management at any level and in any capacity. For those considering adopting a management related role, it would serve as an ideal first read with concise yet comprehensive coverage of the topic.

Rebecca Emmott

TITLE: Hypodontia: a team approach to management
AUTHOR: J. A. Hobkirk, D. S. Gill, S. P. Jones, K. W. Hemmings, G. S. Bassi, A. L. O’Donnell, J. R. Goodman
PUBLISHER: Wiley-Blackwell
PRICE: £79.99
ISBN: 9781405188593

This very informative, easy to read book has been written by members of the Eastman Dental Institute’s Multidisciplinary Hypodontia Team. It compiles and incorporates a wealth of knowledge gained over 33 years of multidisciplinary hypodontia treatment at the Eastman.

‘This very informative, easy to read book explains concepts well and does not assume too much prior knowledge on the subject.’

The book is primarily aimed at those involved in the management of hypodontia within specialist practice or hospital dentistry. The level of detail is probably not necessary for those in general practice without a specific interest in the subject. However, the book explains concepts well and does not assume too much prior knowledge on the subject.

‘Throughout the book, excellent clinical photos support the text and represent clearly what the authors are describing.’

It brings together the latest information and best practice from orthodontics, restorative dentistry, paediatric dentistry and other specialties that form the basis for the successful treatment of hypodontia.

The book is sensibly arranged into three core sections. The first sets the scene, providing detailed and well-referenced background information into the condition. It covers the aetiology and epidemiology, inheritance patterns, clinical features of hypodontia and advises on the framework for a team approach bringing together different specialties.

The second covers the key issues that must be considered when managing patients with a reduced number of teeth – these being issues of space within and between the dental arches, the occlusion and problems that may arise from the inadequacy of associated supporting tissues.

The final part builds well upon previous chapters and sets out logical strategies for the management of hypodontia at different stages of dental development. This area of the book as with others is exhaustive in its coverage of the subject and presents the information in an extremely authoritative manner with numerous clinical cases for examples. In fact throughout the book, excellent clinical photos support the text and represent clearly what the authors are describing.

In summary this new volume on the management of hypodontia provides those specialist dentists involved in the treatment of this condition with an authoritative and evidence-based text from which to refer. It is well structured and provides solutions to many problems without the reader having to scan excessive amounts of text.

Andrew McKay