

Tri-collegiate Diploma of Membership in Paediatric Dentistry (M PAED DENT)

**December 2015
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GUIDANCE TO CANDIDATES

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1. INTRODUCTION

- 1.1 This document contains the Guidance to Candidates and Supervisors for the Tri-Collegiate Diploma of Membership in Paediatric Dentistry (M Paed Dent).

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- 1.2 The entrance requirements, eligibilities and details regarding application for admission to the examination are to be found in the Regulations.

2. SCOPE OF THE EXAMINATION

- 2.1 The examination of the Diploma of Membership in Paediatric Dentistry includes Applied Sciences relevant to Paediatric Dentistry and the Principles and Practice of Paediatric Dentistry.
- 2.2 The aims of the examination are to test the range of knowledge of Paediatric Dentistry at a level expected of a specialist practitioner and to test the attainment of competence in the planning and execution of Paediatric Dentistry requisite for specialist practice.
- 2.3 All parts of the examination are conducted in English.
- 2.4 The examination will be held in the UK according to demand.

3 ENTRANCE REQUIREMENTS

- 3.1 To be eligible to enter for the Diploma examination all candidates **must** provide certified evidence of possession of a primary dental qualification that is acceptable to the Colleges.
- 3.2 Candidates may apply for entry to the examination having completed 30 months of full-time or equivalent part-time training (**i.e. not less than half-time over a maximum of six continuous years**) acceptable to the Colleges by the date of the examination. The training should preferably be continuous but in some cases breaks in training may be permitted. The total training period should not normally exceed six years.
- 3.3 To be eligible for the examination, prospective candidates must fulfil one or more of the following criteria:
- A. Have satisfactorily completed, by the time of the examination, a minimum of 30 months of a full-time 3 year training appointment (or part-time equivalent i.e. not less than half-time over a maximum of six continuous years.) in a UK training programme as a stipendiary StR who has been awarded a training number.**
- B. A university Masters or Clinical Doctorate degree programme which parallels the training programme completed by an StR i.e. have satisfactorily completed, by the time of the examination, a minimum of 30 months of a full-time 3 year training appointment (or part-time equivalent i.e. not less than half-time over a maximum of six continuous years). It is necessary that candidates be able to provide evidence that they have completed the learning outcomes described for their specialty when applying to complete the Membership examination. This evidence should be in the form of a portfolio which should include the course curriculum, the training programme, the clinical and academic timetable for the training period, work-based assessments (incorporating evaluations carried out during chairside teaching) and a logbook.**
- C. Have satisfactorily completed, by the time of the examination, a minimum of 30 months of a full-time 3 year specialist training appointment (or part-time equivalent i.e. not less than half-time over a maximum of six continuous years) overseas or in the EEA which has been considered and found to be acceptable to the Colleges.**
- D. Be registered as a Specialist in Paediatric Dentistry in the UK.**

If candidates wish to apply under 3.3 (b) or (c) for entry to the examination they should submit their portfolio of evidence. Candidates are advised to check their eligibility after 30 months of training and if it is agreed they are eligible, can apply for the next diet of the examination. The administering College together with the Tri-collegiate Examination Board will then assess their eligibility to take the examination. If the submitted evidence is incomplete candidates may not be granted eligibility for that diet. No evidence will be accepted beyond the submission period for those wishing to apply under 3.3 (b) or (c)

3.4 Clinical Training:

Time of Training

1. It is normally expected that the candidate will have completed at least two years of general professional training following graduation from dental school prior to entry to specialty training.

2. The Specialty training period must be at least 3 years (4500 hours) full-time (or equivalent part-time). Part-time training is allowed and is not disadvantaged but it is expected that training should be no less than 0.6 whole time equivalents (this equates to 6 clinical sessions¹ per week of training).
3. Any training programme content should be apportioned as 60% clinical, 25% academic and 15% research.

Curriculum

1. The learning outcomes² for each specialty have been published by the General Dental Council, on the recommendation of, and development by, various specialty authorities.
2. These outcomes include attainment of knowledge and decision making at specialty level, and development of technical, management, audit, behavioural and clinical skills.

Clinical Supervision

1. Evidence must be provided that there has been a named clinical supervisor for each stage of their training. Each supervisor must understand their responsibility for patient safety and have a clear understanding of the curriculum and clinical competence required for specialty training. The trainer must be fully trained in the clinical specialty for which specialty training is being provided; this may include inclusion of the country's specialist list if one exists.
2. Evidence of clinical competence must be demonstrated through work-based assessments to ensure clinical progression. The assessments can take various forms and should include directly observed procedures (DOPs), case note reviews, case based discussion (CbD), multi-source feedback (MSF) and clinical examinations (mini CEX)³
3. Evidence must be presented to demonstrate satisfactory progression. Where failure to progress is evident, evidence must be included to demonstrate remedial training has taken place. This would normally take the form of a portfolio or annual progression assessment. In the UK, this is currently referred to as the Annual Review of Competence Progression (ARCP).
4. It is an essential characteristic of the clinical training that it is directly supervised by a specialist or consultant in the appropriate discipline.

It is the responsibility of the candidate to ensure that these criteria have been fulfilled prior to application to sit the examination and that their application to sit the examination is approved in writing by the person responsible for oversight of their training (i.e. Training Programme Director or University Programme Director).

3.5 All applications to assess eligibility should be presented in the following format:

- (i) An online submission of typed and scanned documentation in the form of a Portfolio of evidence.

¹ A session is defined as a minimum of 3.5 hours

² The learning outcomes are delivered in many forms and may be referred in the totality as the curriculum but can also be identified as the Blueprint on the College website.

³ The website which explains the different workplace based procedures is:

<http://www.jrcptb.org.uk/assessment/Pages/Workplace-Based-Assessment.aspx>

- (ii) The materials should be presented in the portfolio under the headings listed below:
- **Declaration form**
 - **Personal details**
 - **Curriculum vitae** relevant to the application
 - **Training programme:** a full copy of the training programme and the curriculum should be included.
- **Timetable:** the timetable for the candidate's clinical and non-clinical activities during the period of training should be attached. A list of the names of the supervisors for each component should be included.
 - **Work based assessments** of clinical activity during the period of clinical training
 - **Log book:** the log record of clinical experience should follow the format recommended at the following address: <https://www.elogbook.org/>.
 - Candidates should indicate whether they have performed the clinical work undertaken, have assisted or observed. Clinical activity should cover the required breadth of the curriculum. No work undertaken more than 6 years preceding the application is acceptable. The log book should be verified by the person supervising the training who should be on the specialist list and responsible for the activity described.
 - **Letter of support from Programme Director**
 - Supervisor/s who have given their signature to confirm their role in the candidate's training should also state their designation, qualifications, specialty and registration status.

4 STRUCTURE OF THE EXAMINATION

The Examination consists of four components. At their first sitting candidates must attempt all four components of the examination (unless exempt from the Case Presentation component – please refer to Paragraph 14.2 in the Regulations). Candidates must pass each component independently to gain a pass in the Examination overall. The components may not necessarily be examined in the order in which they appear here. At any subsequent sitting, candidates must attempt all outstanding elements of the examination.

The marks awarded for each component of the examination are expressed as a 'Pass' or a 'Fail'.

4.1 Written Paper

One written paper of MCQ type questions in the style of Single Best Answer and/or Extended Matching Items of three hours duration in all aspects of Paediatric Dentistry, as defined by the Learning Outcomes.

The pass mark for the written paper is predetermined by a standard setting process in advance and may be different for each diet.

4.2 Examination of Three Fully Documented Case Presentations

A structured oral examination of 60 minutes' duration based on three fully documented case histories each describing a paediatric patient personally treated by the candidate.

Candidates are requested to submit electronic copies of their three fully documented case presentations at least 6 weeks prior to the start date of the Examination. Candidates will each be sent a file share link to enable the upload of their cases onto a secure website. Alternatively, these may be saved onto either a CD-Rom or a USB stick and submitted by registered post or courier. The administering College will write to all candidates after the closing date to inform them of the latest date of submission of the cases. Once submission has been made the cases cannot be amended or changed. If the cases are not received by the date specified the candidate may be withdrawn from the Examination.

The candidates must have been personally involved in the majority of the patient's treatment. Patients must be under the age of 16 years at the commencement of treatment by the candidate. The cases should normally have been treated during the five years preceding the examination but must have been started after commencement of the period of acceptable training. It is expected that treatment would normally have been completed and there would be no outstanding items of treatment at the time of the examination. Normally there should be evidence of a period of 6 months follow up of the patient's treatment. Cases which were started more than seven years before the examination date cannot be submitted. For further guidance see paragraph 5.

The submitted cases will be assessed and marked by two examiners. The related structured oral examination will be an assessment of the candidates' understanding of all aspects of the cases. The oral examination lasting 60 minutes (20 minutes per case) will normally be carried out by the same two examiners.

Marks will be awarded on the quality of the presentations (including clarity and relevance of images, spelling and punctuation), the variety of cases treated, the different operative techniques and management techniques used, the outcome of the treatment, and the objective assessment and progress of the case.

4.3 Four Simulated Cases

Candidates will be examined on two long simulated clinical case studies and two short simulated clinical case studies.

Candidates will have twenty minutes of preparation time to examine each of the long case studies. Candidates will then have a 20 minute structured oral examination with two examiners on each of the long case studies.

Candidates will have ten minutes of preparation time to examine each of the short case studies. Candidates will then have a 10 minute structured oral examination with two examiners on each of the short case studies.

Therefore candidates will have a total of 1 hour of preparation time for this component of the examination and will be examined for a total of 1 hour. Candidates will be allowed to make notes on each of the case studies during the preparation time and to take these into the oral examination.

4.4 Clinical Governance Project

The presentation of a Clinical Governance Project which the candidate has designed, performed and analysed during training. The candidate will be assessed in three ways, as follows:

a) A written summary of no more than 250 words, with a title containing no more than 12 words in Arial size 11 font. The summary must be submitted with the candidate's examination number clearly stated.

No reference to the candidate's name, supervisor, institution or geographic location is permitted.

Candidates are requested to submit an electronic copy of their written summary at least 6 weeks prior to the start date of the Examination. Candidates will each be sent a file share link to enable the upload of their summary onto a secure website. Alternatively, this may be sent by registered post or courier (on the same CD-Rom or USB stick as the case presentations) and be accompanied by a signed declaration (Appendix B) in a sealed envelope.

This written summary will be assessed and marked by two examiners. The written summary should take the format of an abstract.

b) The candidate will give an oral presentation for 10 minutes maximum with support slides in Microsoft PowerPoint on a CD ROM or USB stick. The candidate will be notified at 8 minutes that they have 2 minutes remaining, in order to stop at 10 minutes. The CD ROM or USB stick should be identifiable by the name of the title of the project and the candidate's examination number. No reference to the candidate's name, supervisor, institution or geographic location is permitted. It is advised that the candidate has a back-up copy of the presentation on a second CD or Memory Stick.

The candidate should submit the final version of the presentation on a CD-ROM or USB stick on the first day of the Examination. This will allow the administering College time to check that the presentation will run on the available equipment/software.

A structured oral examination on both the written summary and the oral presentation will immediately follow the presentation, this will last a maximum of 10 minutes.

The candidate should be able to explain clearly the process and demonstrate knowledge of the relevant evidence base.

Marks shall be awarded for the oral presentation and questions relating to the project, the Microsoft PowerPoint presentation and the structured oral examination.

c) A structured oral examination will then take place on general aspects of clinical governance, this will last for 10 minutes.

5 Three Fully Documented Clinical Case Presentations (further guidance)

a) **Candidates must comply with this guidance.** Presentations should not exceed 2000 words which should include a summary (of a maximum of 100 words), and all headings and image titles. A maximum of 20 images/photographs (including radiographic images) can be included in the presentation. No more than 6 references shall be permitted. **One hard copy of each complete case presentation is required to be brought to the examination.**

b) The cases presented must have been treated by the candidate during the period of acceptable training and should demonstrate the degree of complexity expected of a practitioner operating at the level of a specialist. Cases that were started more than 7 years before the examination date will not be accepted.

c) The texts relating to each case must be neatly presented, single-sided, with adequate margins and spacing, of A4 page size and in 11 Arial font. Each case must be clearly labelled Case 1, Case 2 and Case 3. Each case must be in English.

d) For each case the candidate should provide a brief description of the relevant history and the results obtained from clinical examination and relevant investigations. Emphasis should be placed on the careful and complete assessment of the patient's needs in the light of all relevant circumstances. The candidate should refer to any further investigations and/or treatment which may be required and comment on any special difficulties which necessitated a modification of the initial treatment plan. Each case presentation should end with an appraisal/reflection of the outcome of the treatment together with a discussion of whether objectives were fully achieved. The candidate should also indicate whether useful lessons have been learned which might influence the management of similar problems in the future.

e) Each case presentation should include:

- relevant clinical work, clinical tests and results, photographs, radiographs and models (where appropriate); up to a maximum of 20 clear images
- a brief summary of the case (maximum 100 words);
- a summary of the medical, dental and social histories;
- a clear statement of the aims, objectives and rationale for the treatment/s chosen and undertaken;
- a chronologic description of clinical work undertaken, giving clear attribution to the work of others if appropriate (e.g. where multidisciplinary care has been required);
- a reflective account of the problems/difficulties encountered during treatment and of the outcomes;
- the needs of the patient for ongoing, future or maintenance care.

If study models are to be included as part of the case presentation then these should be submitted on the first day of the examination. Candidates who intend submitting study models should clearly indicate this in the case presentation. Their candidate number should be clearly indicated on any case presentations which are submitted.

f) **In the case presentations all documentation, including radiographs, photographs and study models, which could identify the patient must be restricted to initials, gender and age. There should be no reference either to the geographical location or institution where the patient received their treatment or to the name of the candidate or their supervisor.**

g) A consent form (found in Appendix C of the Regulations) must be completed for each case presentation and submitted to the Examination Section of the administering College in a sealed envelope. This should then be sent by registered mail or courier (along with the CD-Rom or USB Stick containing the electronic copies of the cases, if the cases have not been submitted online).

h) A declaration form (found in Appendix D of the Regulations) must be completed for each case presentation and submitted to the Examination Section of the administering College in a sealed envelope. This should then be sent by registered mail or courier (along with the CD-Rom or USB Stick containing the electronic copies of the cases if the cases have not been submitted online)

- i) Cases which have been presented elsewhere may be presented for the Tri-collegiate Membership in Paediatric Dentistry.

Candidates must submit their three fully documented case presentations by at least 6 weeks prior to the start date of the Examination (the administering College will contact candidates who have their applications accepted regarding the submission of cases). The cases must be submitted electronically either online via a link provided, or on a CD-ROM or USB stick by the deadline given. Submissions received after this date will not be accepted.

The case presentations cannot be returned to candidates once successful submission has been made although any candidate who submits study models will have these returned at the end of the examination.

Candidates should ensure that the three cases demonstrate a variety of conditions thus enabling them to demonstrate a wide range of clinical and patient management skills for different stages of developing dentitions in children. It is advisable to ensure that at least two cases are in different stages of dental development. The use of local anaesthesia, inhalation sedation or general anaesthesia can be demonstrated in the management of the cases.

For guidance please refer to Appendix E, Case Matrix. Candidates should submit cases that when considered in totality cover as many aspects of the case matrix as possible, thus demonstrating across all 3 cases a broad range of clinical skill. Cases should demonstrate skills expected of a specialist in paediatric dentistry.

Candidates are also advised to read the clinical case presentation guidance in Appendix F, Case History Template

6 INFRINGEMENT OF THE REGULATIONS

- 6.1** Candidates shall not give or receive any assistance or communicate by any means with one another or any person, other than the invigilator(s) and examiner(s), at any time while an Examination section is in progress. Any candidate acting in breach of this Regulation or who is considered by the examiners to be guilty of behaviour prejudicial to the proper management and conduct of the Examination may be suspended from the examination.
- 6.2** Candidates should not remove from the examination venue, or make copies of, any papers or examination materials.
- 6.3** Candidates should not attempt to obtain confidential information relating to the examination from an examiner or examination officials or pass confidential information on the content of the examination to a third party.
- 6.4** Any candidate who infringes any of the Regulations may be refused admission to, or may face expulsion from, the Examination. All instances of misconduct are reported to the Chair of the Examination Board and/or Lead Examiner.
- 6.5** All allegations of misconduct will be investigated in accordance with the procedures published on the Colleges' websites; any penalties incurred will also be in accordance with the published procedures.

7. GENERAL INFORMATION

- 7.1** In each component of the examination candidates are examined by two examiners.
- 7.2** Candidates should note that no practical clinical dentistry work will be required during the examinations.
- 7.3** Candidates who fail the examination may request confidential advice concerning any additional training which may be beneficial before attempting the examination again. This request must be made to the administering College in writing after the results are announced.

8 APPENDICES

APPENDIX A – Learning Outcomes and Blueprint

APPENDIX B – Declaration Form (Clinical Governance Project)

APPENDIX C – Patient Consent Form (Case Presentations)

APPENDIX D – Supervisor and Candidate Declaration Form (Case Presentations)

APPENDIX E - Case Matrix

APPENDIX F – Case History Template