



Royal College
of Surgeons
of England
ADVANCING SURGICAL CARE



ROYAL COLLEGE OF
PHYSICIANS AND
SURGEONS OF GLASGOW

**REGULATIONS RELATING TO THE TRI-COLLEGIATE
DIPLOMA OF MEMBERSHIP IN PAEDIATRIC DENTISTRY
(M PAED DENT)**

DECEMBER 2015

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Important Note: As these Regulations are subject to periodic review it is recommended that candidates ensure that they refer to the College websites to ensure that they have the most up-to-date information. The Regulations should be read in conjunction with the Guide to Candidates and all other associated documentation.

Visit any of the following websites:

www.rcsed.ac.uk

www.rcpsg.ac.uk

www.rcseng.ac.uk

1 INTRODUCTION

- 1.1** This document contains the Regulations for the Diploma of Membership in Paediatric Dentistry.

Further information can be obtained from the following sources:

Examination Section
The Royal College of Surgeons of Edinburgh
Nicolson Street
Edinburgh, EH8 9DW
Telephone +44 (0)131 527 1600
dental.exams@rcsed.ac.uk
www.rcsed.ac.uk

Examinations and Assessment Unit
Royal College of Physicians and Surgeons of Glasgow
232-242 St Vincent Street
Glasgow, G2 5RJ
Telephone +44 (0)141 221 6072
Fax +44 (0)141 221 1804
mcsd@rcpsg.ac.uk
www.rcpsg.ac.uk

Examination Office
The Royal College of Surgeons of England
35-43 Lincoln's Inn Fields
London, WC2A 3PR
Telephone +44 (0)20 7869 6281
Fax +44 (0)20 7869 6290
dentalexams@rcseng.ac.uk
www.rcseng.ac.uk

- 1.2** All parts of the examination are conducted in English.

The examination will be held in the UK according to demand.

2 PURPOSE OF THE EXAMINATION

- 2.1** The Diploma of Membership in Paediatric Dentistry is a summative assessment in the field of paediatric dentistry as defined by the Learning Outcomes. It is intended to test the candidate's knowledge, skills, and attitude relevant to the practice of a Specialist in Paediatric Dentistry. The Learning Outcomes are those laid down in the Specialty Training Curriculum, Paediatric Dentistry from the Specialty Advisory Committee for Paediatric Dentistry and agreed by the General Dental Council.

2.2 AIMS

To allow the candidate to demonstrate a core knowledge and understanding of the principles and practice of Paediatric Dentistry and to allow the candidate to demonstrate a level of competence in the planning and delivery of Paediatric Dentistry.

2.3 Candidates should be aware that attaining the award of the Diploma in Paediatric Dentistry does not confer eligibility for the UK Specialist List for Paediatric Dentistry.

3 STRUCTURE OF THE EXAMINATION

3.1 The examination consists of four components. At their first sitting candidates must attempt all four components of the Examination. At any subsequent sitting, candidates must attempt all outstanding elements of the examination (See 14.1).

3.2 The examination will consist of:

- A written paper of three hours duration.
- Submission of three case presentations.
- Four simulated cases – testing diagnosis and treatment planning.
- A clinical governance project.

Candidates should refer to the document “Guidance to Candidates” which can be downloaded from the College websites or obtained by post from the Colleges. This contains further information on the examination structure.

4 ENTRANCE REQUIREMENTS

4.1 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.

4.2 Candidates may apply for entry to the examination having completed 30 months of full-time or equivalent part-time training 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.

4.3 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 4.3 (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 4.3(b) or (c)

5 ELIGIBILITY FOR THE AWARD OF THE DIPLOMA

5.1 To be eligible for award of the Diploma candidates **must** have complied with all parts of the Regulations and passed the examination. Further, award of the Diploma is dependent on receipt of satisfactory evidence that the candidate has completed a period of three years of full-time post-qualification or equivalent part-time training in paediatric dentistry acceptable to the Colleges.

6 APPLICATION FOR ADMISSION TO THE EXAMINATION

6.1 Applications for admission to the examination must be fully completed and accompanied by the required certified evidence and the full amount of the fee payable for the examination. Each diet of the examination will be advertised by all three Colleges and candidates should send their application form to the administering College.

6.2 Applications must be made on the appropriate (paper or electronic version) application form and must reach the administering College by the specified closing date. Those received after the closing date will not be processed.

7 RESULTS

7.1 Results will be posted on the relevant secure College website and distributed by post.

8 FEEDBACK

- 8.1** Unsuccessful candidates will be provided with written feedback on their performance on request within one month of the publication of the results. Feedback is not available to successful candidates.

9 NUMBER OF ATTEMPTS

- 9.1** There is no limit to the number of attempts which candidates may make but there are conditions (see 14.1 below).

10 INFRINGEMENT OF THE REGULATIONS

- 10.1** The Colleges may refuse to admit to the examination, or may not allow to proceed with the examination, any candidate who infringes any of the regulations or who is considered by the examiners to be guilty of behaviour prejudicial to the proper management and conduct of the examination.

Examples of such infringements can be found in the Guide to Candidates

- 10.2** The list of examples in the Guide to Candidates is not exhaustive. Further information can be obtained from the guidelines on suspected malpractice which are available on the College websites.

11 APPEALS AND COMPLAINTS

- 11.1** Candidates who wish to make an appeal about the conduct of their examination must address it to the relevant College within 28 days of the publication of results. Appeals will be considered which allege maladministration or bias or impropriety of some kind, whether in the conduct or in the determination of the result of the examination. Appeals disputing the academic judgement of the examiners will not be allowed. Details of the appeals process can be found on the College websites.

12 WITHDRAWAL FROM THE EXAMINATION

- 12.1** Any candidate who wishes to withdraw an application for admission to the examination must notify the relevant College in writing. A refund or transfer of the fee paid may be made (less an administrative fee), provided that notice of an intention to withdraw is received by the relevant College before the closing date by which applications are due, as shown in the examinations calendar. Refunds or transfers are not normally made to any candidate who withdraws after the closing date.
- 12.2** Any candidate who wishes to withdraw an application for admission to the examination on medical grounds and request a refund or transfer of fee must submit a request in writing to the relevant College, accompanied by a medical certificate. An application for consideration of a refund or transfer of fee on compassionate grounds should be supported by full details, plus a supporting letter from an appropriate professional. Each such application must be submitted to the relevant College within 28 days following the date of the commencement date of the examination.
- 12.3** The Colleges reserve the right to review admission to the examination on an individual basis in exceptional circumstances.

- 12.4** A candidate who becomes ill or has an accident during the examination must inform the Lead Examiner for that diet as soon as possible. On the advice of the Lead

Examiner, the candidate may withdraw from the examination or the Lead Examiner may agree with the candidate how the candidate should proceed to complete the examination.

13 CANDIDATES WITH SPECIAL CIRCUMSTANCES

- 13.1** Tailored examination and other assessment arrangements will be made for individual candidates with additional needs due to learning differences (such as dyslexia) or due to permanent or temporary disability through reasonable adjustments. These arrangements are intended to ensure that candidates are able to perform to the best of their ability and that they are not discriminated against because of learning differences or because of permanent or temporary disability.

Whilst it is the responsibility of the College to ask candidates if they have any additional needs, it is the responsibility of the candidate to notify the College when they submit their application of any additional needs they have, the reason for them, and any reasonable adjustments that have been helpful in the past.

Applications for reasonable adjustments to meet additional needs are normally required to be supported by written evidence. For example, in the form of a medical report from their general medical practitioner for medical conditions, or an educational psychologist's report for a learning difference such as dyslexia.

14 EXEMPTIONS FOR CANDIDATES RE-SITTING THE EXAMINATION

- 14.1** If a candidate has failed the examination but has passed any of the three components of the examination they will not be required to resit that component(s). A pass in the respective component may normally be carried forward for three further diets **within a time-scale of two years from the first attempt at the full examination**. Thereafter, candidates re-entering the examination must sit all of the components unless there are extenuating circumstances.

- 14.2** If a candidate has previously passed the submitted case component of the Membership in Paediatric Dentistry examination held by either the Royal College of Surgeons of Edinburgh or the Royal College of Surgeons of England/Royal College of Physicians and Surgeons of Glasgow they will be entitled to exemption from the corresponding component of this examination for a maximum of 3 attempts.

- 14.3** If a candidate has failed the clinical case presentation component of the examination and re-sits the examination, they may present the same cases or different cases, at their discretion.

- 14.4** No other applications for exemption from any other section of the examination will be considered.

15 PROOF OF IDENTITY AT THE EXAMINATION

- 15.1** Candidates must bring their passports to each part of the examination. Exceptionally, candidates who are not in a position to provide a passport must

produce an official document that includes their name, signature and a current photograph e.g. current photographic driving license.

- 15.2 For the purpose of visual identification, any candidate sitting any examination may be required to remove any clothing and/or other item which covers all, or part of, the candidate's face. The Colleges will observe sensitivity in the visual identification of candidates.
- 15.3 To facilitate the assessment of non-verbal communication skills and interaction with the examiner, the Colleges reserve the right to require candidates to remove any clothing and/or other item which covers all, or part of, the candidate's face.

16 DIPLOMA CERTIFICATE

- 16.1 Candidates who pass the Examination held jointly by the Royal College of Surgeons of Edinburgh, the Royal College of Physicians and Surgeons of Glasgow and the Royal College of Surgeons of England (and who have completed the required amount of training) shall be entitled to the designation of Member in Paediatric Dentistry of their chosen Faculty and shall receive a diploma of membership bearing the seal of that College.
- 16.2 Successful candidates will be granted Membership of the Faculty of Dental Surgery of the relevant College on payment of such election fee and annual subscription as may be determined from time to time by the Council of the relevant College. Members of the Faculty of Dental Surgery may participate in Faculty and College educational and social activities.

17 CURRICULUM – this is defined by the LEARNING OUTCOMES

- 17.1 **LEARNING OUTCOMES** are available on the General Dental Council website at:

<http://www.gdc-uk.org/Dentalprofessionals/Specialistlist/Documents/PaediatricDentistry.pdf>