



ROYAL COLLEGE OF
PHYSICIANS AND
SURGEONS OF GLASGOW

**REGULATIONS RELATING TO THE TRI-COLLEGIATE
DIPLOMA OF MEMBERSHIP IN SPECIAL CARE DENTISTRY
(M SPEC CARE DENT)**

DECEMBER 2015

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CONTENTS PAGE

1	Introduction
2	Purpose and aims of the examination
3	Structure of the examination
4	Entrance requirements
5	Eligibility for the award of the Diploma
6	Application for admission to the examination
7	Results
8	Feedback
9	Number of attempts
10	Infringement of the Regulations
11	Appeals and complaints
12	Withdrawal from the examination
13	Candidates with special circumstances
14	Exemptions
15	Proof of identity at the examination
16	Award of Diploma
17	Curriculum

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 Guidance 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 Special Care 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
mstd@rcpsg.ac.uk
www.rcpsg.ac.uk

Examination Department
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 Special Care Dentistry is a summative assessment in the field of special care dentistry as defined by the Learning Outcomes. It is intended to test the candidate's knowledge, understanding, skills, and attitudes relevant to the practice of a Specialist in Special Care Dentistry. The Learning Outcomes are those laid down in the Specialty Training Curriculum, Special Care Dentistry 2009 from the Specialty Advisory Committee for Special Care Dentistry and agreed by the General Dental Council.

2.2 AIMS

- To allow the candidate to demonstrate a core knowledge of Special Care Dentistry.
- To allow the candidate to demonstrate a level of competence in the planning and delivery of Special Care Dentistry.

3 STRUCTURE OF THE EXAMINATION

3.1 The examination consists of five components. At their first sitting, candidates must attempt all five components of the examination. Each component must be passed independently. At any subsequent sitting, candidates must attempt all outstanding elements of the examination. (See 14.1)

3.2 The examination will consist of:

- Component 1 – A written examination of 2.5 hours' duration.
- Component 2 – A structured oral problem-solving examination.
- Component 3 – A structured oral examination based on two simulated cases.
- Component 4 – A communication skills test based on two communication scenarios.
- Component 5 – A structured oral examination based on a submitted Portfolio of Experience which includes two documented clinical case histories.

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 6 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 Special Care 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 the award of the Diploma candidates must have complied with all parts of the Regulations and passed the examination. Award of the Diploma is dependent on receipt of satisfactory evidence that the candidate has completed a period of 3 years of full-time post-qualification or equivalent part-time training in Special Care 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. Candidates should send their application form to the administering College. (The examination centre may rotate between the three Colleges. Therefore candidates may sit a diet of the examination in a different College from the one to which they originally applied).

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.

6.3 All candidates must provide evidence of an acceptable period of training in accordance with the entrance requirements. This must be fully demonstrated by the submission of official documentation. Accordingly, candidates should provide chronological evidence of their employment and experience in Special Care Dentistry during the 30 months or 3 years immediately prior to application for admission to the examination, or of their employment and experience within the preceding 6 years, as appropriate.

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 times a candidate may sit the examination.

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 Guidance to Candidates.

10.2 The list of examples in the Guidance 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.

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

- 14.1** If a candidate has failed the examination but has passed any of the five components, he/she will not be required to re-sit that component(s). A pass in the respective component(s) 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** Candidates, who have not passed the Portfolio of Experience component of the examination, must resubmit an updated Portfolio of Experience, with any adjustments

as recommended by the examiners. These adjustments may include the requirement to submit one or two new fully documented clinical case histories.

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 Surgeons of England and the Royal College of Physicians and Surgeons of Glasgow (and who have completed the required amount of training) shall be entitled to the designation of Member in Special Care 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

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