



Faculty of General Dental Practice (UK)
The Royal College of Surgeons of England

**Key Skills in Primary Dental Care Assessment
For Dental Care Professionals**

**REGULATIONS
RELATING TO THE ASSESSMENT**

AS APPROVED BY
THE BOARD OF FACULTY
TO TAKE EFFECT FROM July 2007

FACULTY OF GENERAL DENTAL PRACTICE (UK)
THE ROYAL COLLEGE OF SURGEONS OF ENGLAND

**REGULATIONS RELATING TO THE ASSESSMENT OF
KEY SKILLS IN PRIMARY DENTAL CARE OF THE
FACULTY OF GENERAL DENTAL PRACTICE (UK)
FOR DENTAL CARE PROFESSIONALS**

1. Eligibility for Assessment

In order to enter the assessment, candidates should be practising as a dental care professional in one of the following roles:

- i) Dental nurse
- ii) Dental technician
- iii) Dental Hygienist
- iv) Dental Therapist
- v) Clinical dental technician
- vi) Orthodontic therapist
- vii) Practice or laboratory manager
- viii) Dental receptionist

Candidates who are practising in a role subject to GDC registration (i-vi) should also be either registered with the GDC or eligible for GDC registration prior to such registration becoming mandatory on 30th July 2008.

2. Aims of the Assessment

The aims of Key Skills in Primary Dental Care are to:

- Improve the quality of patient care;
- Test knowledge and understanding of 7 Key Skills identified by the FGDP(UK) as an essential part of delivering a high standard of care.
- Recognise the commitment to an appropriate standard of patient care;
- Recognise a commitment to lifelong professional development

3. Application process and submission of work for assessment

Candidates wishing to submit their work for assessment are required to submit the material for assessment and the fee payable as set out in the assessment calendar to the FGDP(UK). Cheques should be made payable to "Faculty of General Dental Practice (UK)" and crossed.

Material for assessment must be received in accordance with the dates outlined on the Faculty assessment calendar. Late submissions will not be accepted under any circumstances, including postal delays. Any material received after the dated stated on the examinations calendar will be transferred to the next available submission date.

For further information on application and submission of material for assessment, please see the attached guidance for candidates.

4. Assessment fees

The fees payable for admission or re-admission to the assessment are set out in the assessment calendar, and is available on request, with application forms, from the Faculty of General Dental Practice (UK), The Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, London WC2A 3PE.

5. Assessment dates

Assessment closing dates can be found on the assessment calendar which is available on request from the FGDP(UK) and also on the website, www.fgdp.org.uk.

6. Feedback on assessment results

Once material has undergone the assessment process, it will be returned to the candidate by post, along with notification of the result and appropriate feedback.

7. Assessment amendments and re-submissions

Candidates who are requested to resubmit or make amendments to their work must submit amended material in accordance with the dates outlined on the Faculty assessment calendar.

8. Infringement of the Regulations

The Board of Faculty, may refuse to admit to, or to proceed with, the assessment of any candidate who infringes any of these regulations or who is considered by the assessors to be guilty of behaviour prejudicial to the proper management and conduct of the assessment.

11. Equal opportunities

Regulations relating to candidates equal opportunities are detailed in the Faculty Equal Opportunity Policy Statement.

12. Special circumstances

Regulations relating to candidates with special circumstances are detailed in the Faculty Special Circumstances Policy Statement.

Appendix I

Guidance for candidates

1. Aims of the assessment

- a) The assessment consists of 7 Key Skills, identified by the FGDP(UK) as a core part of the delivery of a high standard of patient care. These are:
- Medical emergencies
 - Infection control
 - Record keeping
 - Radiography
 - Legislation
 - Team training and development
 - Communication and complaints handling (based on Risk management and communication)
- b) The assessment aims to test knowledge of each Key Skill as well as understanding of the application of the skill in the candidate's role and workplace.

2. Assessment method

- a) Candidates will be asked to demonstrate the above through preparation of a **portfolio of evidence**. A portfolio of evidence is a document that shows what someone has done in the working environment. It also allows the candidate to demonstrate an understanding of working practices.
- b) For each Key Skill, candidate should present evidence in their portfolio showing understanding of the key skill and how it impacts on their role and workplace. A portfolio is likely to consist of reflective writing, training certificates, practice policies, case notes, audit findings, diaries, logs and copies of various documents or annotated images.
- c) Candidates will be able to submit individual Key Skills for assessment and will be awarded a certificate for each one completed successfully.

3. Application process

- a) Candidates are asked to register for the assessment prior to commencing preparation of the portfolio of evidence. This can be done through completion of the **initial application form**, which is available through the FGDP(UK) website (www.fgdp.org.uk) or on request from the FGDP(UK). Candidates will also be asked to submit an initial registration fee with the application form.
- b) The initial registration fee will cover the support materials detailed in c) and the submission of one Key Skill (of the candidate's choice) for assessment. A separate fee must then be paid for each further Key Skill submitted. All fees are listed on the assessment calendar available from the FGDP(UK).

- c) Once the candidate has registered for the assessment, they will be sent materials to support completion of their Key Skills portfolio. This includes the Key Skills curriculum, template for completion of a portfolio, suggested evidence items and general guidance on putting a portfolio of evidence together. Candidates will also receive a username and password to allow them to access an electronic version of the Key Skills template through the FGDP(UK) website.
- d) Candidates should submit work prepared for assessment to the FGDP(UK) by the date specified on the application calendar along with the appropriate fee and ***application for assessment form***, sent to candidates with the support material. Candidates should note that work will only be accepted for assessment if the initial application form has been completed and fee paid (as detailed in a)).
- e) Material for assessment must be received in accordance with the dates outlined on the Faculty examination calendar. Late submissions will not be accepted under any circumstances, including postal delays. Any material received after the date stated on the examinations calendar will be transferred to the next available submission date.
- f) The material received for assessment must be the work of the candidate applying.

4. Assessment process and distribution of feedback

- a) Once material has been received for assessment, it will be assessed at an 'assessment day' hosted by the FGDP(UK). All assessors are experienced dental care professionals.
- b) The assessor will either assess work to be a 'pass' or will ask the candidate to provide further evidence of their knowledge and understanding of the Key Skill in question (resubmission). In the event of a resubmission being requested, the assessor will provide written feedback to the candidate.
- c) After the assessment process is complete, the portfolio will be returned to the candidate by post along with notification of the result and feedback if appropriate.