



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

**DIPLOMA OF FELLOWSHIP
IN GENERAL DENTAL PRACTICE
FFGDP(UK)**

**REGULATIONS
RELATING TO THE ASSESSMENT**

AS APPROVED BY
THE BOARD OF FACULTY
WITH EFFECT FROM 16 October 2004

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

**REGULATIONS RELATING TO THE ASSESSMENT FOR THE
DIPLOMA OF FELLOWSHIP
IN GENERAL DENTAL PRACTICE
FFGDP(UK)**

(These regulations were approved
by the Board of Faculty to take effect from 16 October 2004)

Requirements for Entry

1. The Diploma of Fellowship in General Dental Practice (UK) of the Faculty of General Dental Practice (UK) of The Royal College of Surgeons of England may be granted to those who are fully registered in the Dentists Register of the General Dental Council of the United Kingdom, or with an equivalent body in the country of practice. Participants in this Fellowship by assessment must be in possession of a basic dental qualification which must be registered with the General Dental Council, or with an equivalent body in the country of practice and approved by the FGDP(UK).
2. Candidates wishing to enter the Fellowship must complete the relevant application form, and produce evidence to demonstrate that they have achieved 180 credits on the FGDP(UK) Career Pathway.
3. Candidates are normally required to produce evidence that they have worked in a Primary Dental Care environment for no fewer than five years.¹

Registration of the diploma

4. The Diploma of Fellowship in General Dental Practice of the Faculty of General Dental Practice (UK) of The Royal College of Surgeons of England can be registered in the Dentists Register as an additional postgraduate qualification. Full particulars regarding the registration of the Diploma are obtainable from the Registrar of the General Dental Council, 37 Wimpole Street, London W1M 8DQ.

Scope of the assessment

5. The scope of the assessment is included as **Appendix I**. Candidates should also refer to the ***Candidate's Guide to Fellowship in General Dental Practice***².
6. The award of Fellowship involves the production of a final portfolio of evidence, which includes the satisfactory completion of the practice questionnaire.

¹ Any areas subject to interpretation in these regulations will be subject to decision by the Examinations Committee in accordance with arrangements determined by that Committee.

² *Candidate's Guide to the Fellowship in General Dental Practice* will be issued and maintained in accordance with arrangements determined by the Examinations Committee.

7. The final portfolio of evidence will normally be assessed on a visit to the Royal College of Surgeons of England, and will form the basis of the final discussion with the Fellowship Assessors.

8. For candidates who have progressed to the Fellowship assessment by the experiential route, there will first be a separate session for the discussion of cases. See paragraphs 15 to 17 of Appendix I.

9. One in ten assessments (for candidates progressing via the taught or the experiential route) will take place in the dentist's practice. Should a candidate be selected for a practice visit, notification of the date and time of this visit will be sent to the candidate on receipt of the final portfolio of evidence.

10. The Fellowship Assessment is the final process and so does not carry any credits.

Administrative Arrangements for the Assessment

11. All arrangements relating to closing dates for assessments, fees payable, and refunds policy is set out in guidance issued by the FGDP(UK) examinations department, which may from time to time be amended. This guidance will be made available on request from the Examinations Department and will be published on the Faculty website. Candidates have a duty to keep themselves up to date with all requirements relating to their entry to the assessment.

12. Candidates who desire to make representations with regard to the conduct of the assessment must address them to the Faculty in accordance with the Faculty's published policy on appeals.

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

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

APPENDIX I

DIPLOMA OF FELLOWSHIP IN GENERAL DENTAL PRACTICE FFGDP(UK)

SCOPE OF THE ASSESSMENT

1. The scope of the assessment is to verify that the candidate has successfully demonstrated that all that has been learned from a programme of structured continuing postgraduate education and training, has been put into practice, and that practitioner and practice are capable of delivering the highest standard of patient care. The requirements for the final fellowship portfolio will be based on work already completed as part of participation in the Career Pathway.

Format of final assessment³

2. The award of Fellowship involves the production of a final portfolio of evidence.

3. The final portfolio of evidence will form the basis of the final reflective discussion with two assessors at the College and consists of the following components:

- a. Full CPD record for the last 5 years
- b. An up to date curriculum vitae
- c. A copy of the personal development plan, covering a minimum of 5 years and showing any agreed alterations
- d. A completed practice questionnaire, including record cards, signed off by the mentor
- e. Four clinical cases, each consisting of a reflective commentary plus supporting evidence (See Appendix II, Assessment of Clinical Cases, Regulations Relating to the Assessment)
- f. Details of two recent audits (completed within the last five years) with a summary of findings and actions taken
- g. A reflective commentary of no more than 1000 words on a learning experience(s) that changed the way the candidate practises

Definition of cases – taught and experiential pathway

4. Cases should be representative of the work undertaken in the candidate's practice. They will consist of a short reflective commentary and will include contemporaneous records and notes.

5. Whether a case has been completed as a part of an approved taught programme or as part of an experiential route to Fellowship, the cases will be expected to cover the components set out in the guidance at Appendix II to the regulations. Guidance is given under the headings of:

³ See *Candidate's Guide to the Fellowship in General Dental Practice* for further information

Patient Assessment and Diagnosis
Treatment Planning
Execution of Treatment Plan
Appraisal of Treatment.

Methods of assessment

6. Depending on the circumstances, there will be different methods for assessing the cases.

Summary of Regulations Governing Submission of Cases

Faculty Taught Programmes⁴

7. Cases from a Faculty programme will satisfy the criteria given in paragraph 4 and 5 and Appendix II. If the cases have been assessed under a taught programme, successful completion of which has been within seven years of entry for the Fellowship assessment, there will be no requirement for these cases to be brought up to date.

8. As these cases have already successfully passed a Faculty assessment they will not be subject to assessment during the Final Fellowship assessment.

9. If seven years have elapsed since successful completion of the taught programme, two of these cases will normally required to be brought up to date. Where this presents difficulty, for example through lost contact with patient, the candidate should refer to the Examinations Department for advice.

10. Where there is a requirement to bring cases up to date, care provided in the period since the assessment will form part of the Final Fellowship assessment. Presentation of the cases should be in accordance with the requirements of Appendix II.

Non-Faculty Taught programmes

11. If the cases have been assessed at level M on a course which has been externally quality assured, and approved by the Faculty as an acceptable taught programme, and the course has been successfully completed by the candidate within 7 years of entry to the Fellowship, there will no requirement for the cases to be brought up to date. Cases will be expected to have covered the components set out in paragraph 4 of Appendix II.

12. As these cases have successfully passed an assessment quality assured at level M, they will not be subject to assessment during the Final Fellowship assessment.

⁴ Cases completed as part of the MGDS will be dealt with in accordance with paragraphs 8, 9 and 10 of this section.

13. If seven years has elapsed since the successful completion of the programme, two of these cases will be normally be required to be brought up to date. Where this presents difficulty, for example through lost contact with patient, the candidate should refer to the Examinations Department for advice.

14. Where there is requirement to bring cases up to date, care provided in the period since the assessment will form part of the Final Fellowship assessment. Presentation of the cases should be in accordance with the requirements of Appendix II.

Experiential Route

15. Candidates will be advised to prepare these with the advice of their mentor. Presentation of the case will need to follow the guidance at paragraph 5 and Appendix II.

16. Before presentation of the cases as part of the Fellowship portfolio, the mentor will certify that that the evidence provided is an accurate presentation of the case. They will retain the option of seeing the patient if necessary.

17. The cases submitted will then be the basis for an assessment by the Fellowship assessors in a structured discussion. This will be the basis of an assessment session separate to the final fellowship discussion with the assessors referred to at paragraph 3 of Appendix I to the regulations.

APPENDIX II⁵

DIPLOMA OF FELLOWSHIP IN GENERAL DENTAL PRACTICE FFGDP(UK)

ASSESSMENT OF CLINICAL CASES

1. This appendix gives further guidance on what constitutes a case within the context of these Fellowship regulations. These criteria and *Candidate's Guide to the Fellowship in General Dental Practice* and *Mentor's Guide to the Fellowship in General Dental Practice* will be used to:
 - a. Guide mentors and course organisers on the presentation of cases for inclusion in the Fellowship portfolio where these cases are produced as part of Faculty and non-Faculty taught programmes.
 - b. Guide mentors and candidates in the production of cases for the fellowship assessment through the experiential route.

Presentation of Cases

2. Cases should represent a spread of work as undertaken within the practice profile.
3. Each case should consist of a reflective commentary of no more than **500 words** and be supported by contemporaneous records and notes, and should normally include the following.
 - a. A completed medical history form
 - b. Contemporary and unaltered notes (anonymised, photocopies or print out of full notes)
 - c. Clearly labelled radiographs
 - d. Laboratory forms
 - e. Clinical photographs
 - f. Copies of letters sent and received
 - g. Consent forms

Criteria used to assess cases

4. These criteria will be used by the assessors for the experiential route. When cases are submitted from a Faculty and non-Faculty taught programme the cases will be expected to cover the same criteria.

⁵ Appendix II of the Regulations may from time to time be amended in accordance with such arrangements determined by the Examinations Committee.

a. Patient Assessment and Diagnosis

- * Patient's complaint(s) clearly identified.
- * Relevant histories (medical, dental and so on) taken comprehensively and recorded.
- * Appropriate diagnostic techniques, tests and, if applicable, indices used and recorded.
- * If relevant, patient referred for second opinion.

b. Treatment Planning

- * Full range of possible treatment options considered.
- * Relevant plan, which considers short, medium and long-term, discussed and justified.

c. Execution of Treatment Plan

- * High level of clinical skills demonstrated to examiners, with use of appropriate artefacts of satisfactory quality (photographs, study casts, dies and so on) when relevant.
- * Treatment clearly and concisely recorded, in sequential order in patient records.

d. Appraisal of Treatment

- * Any problems encountered during treatment and/or variations from original treatment plan detailed and explained.
- * Were treatment objectives met? If not, why not?
- * Advice given to patients for long-term maintenance of oral health.
- * Prognosis and possible future treatment options discussed.

e. Structure of Case and Quality of Supporting Material

- * Published guidelines relating to format for presentation of cases and supporting material met, including patient records.
- * Cases free of grammatical or spelling errors.

f. Confirmation of patient's consent to the case being presented and candidate's declaration as to originality of work.