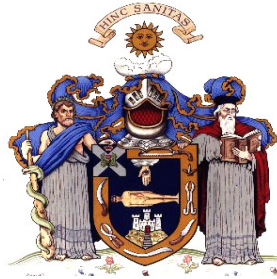


THE ROYAL COLLEGE OF SURGEONS OF EDINBURGH



REGULATIONS RELATING TO THE DIPLOMA IN ORTHODONTIC THERAPY (Dip Orth Ther RCSEd)

January 2010

Regulations

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IMPORTANT NOTE: THESE REGULATIONS ARE UNDER CONTINUAL REVIEW THEREFORE IT IS RECOMMENDED THAT CANDIDATES KEEP IN REGULAR CONTACT WITH THE COLLEGE TO ENSURE THAT THEY HAVE THE MOST UP-TO-DATE INFORMATION. THE EXAMINATIONS SECTION WILL BE ABLE TO ADVISE (00 44 (0) 131 527 1600) OR YOU MAY VISIT THE COLLEGE WEBSITE: www.rcsed.ac.uk

1. INTRODUCTION

1.1 This document contains the Regulations for the Diploma in Orthodontic Therapy of the Royal College of Surgeons of Edinburgh

Further information can be obtained from the Examinations Section:

Examinations Section
The Royal College of Surgeons of Edinburgh
3 Hill Place
Edinburgh EH8 9DS
Phone +44 0131 527 1600
dental.exams@rcsed.ac.uk
www.rcsed.ac.uk

2. PURPOSE OF THE EXAMINATION

Award of the Diploma in Orthodontic Therapy of the Royal College of Surgeons of Edinburgh will indicate that the candidate has demonstrated that he/she has achieved the required specific learning outcomes of their Dental Care Professional (DCP) category as specified by the General Dental Council's publication *Developing the Dental Team – Second Edition (Interim) 2009*: www.gdc-uk.org

3. STRUCTURE OF THE EXAMINATION

The Examination consists of three parts:

3.1 Written component: This consists of two papers each of two hours' duration.

3.2 Case presentations: The candidate is required to present the clinical records of two patients whom he/she has treated. The examination consists of an oral of 30 minutes' duration.

3.3 Structured oral: This is a 15 minute structured oral in which the candidate is questioned over the breadth of the Learning Outcomes.

All parts of the examination are conducted in English.

4. ENTRANCE REQUIREMENTS

To be eligible to enter for the Diploma examination all candidates **must** provide certified evidence of the following:

4.1 Having been engaged in a course of study (including practical experience) of 120 educational credits* (1 credit equals 10 hours of education) in a School for Dental Care Professionals (DCPs) or equivalent establishment. Candidates will be expected to provide evidence of completion of their training signed by the Course Director or equivalent. Courses and Schools for and Dental Care Professionals must be recognised by the Royal College of

***Schools for Dental Care Professionals which do not operate a modular teaching system and whose course is therefore not recognised in terms of educational credits should submit a full timetable for the course to the Faculty of Dental Surgery, The Royal College of Surgeons of Edinburgh, Nicolson Street, Edinburgh EH8 9DW specifying the taught, clinical content and self-study components of the course (in hours) for approval. A pro-forma for course recognition is available from the Faculty.**

Surgeons of Edinburgh. Candidates may, however, enter themselves for examination after 80% of the training programme is complete. The training should preferably be continuous but in some cases breaks in training may be permitted. The total training period should not normally exceed 2 years.

4.2 Successful completion of a continuous assessment record in the form of a clinical log book will have to have been completed during the candidate's training. This should include a signed statement from the Course Director (or equivalent) confirming that the work detailed in the log book has been completed to a satisfactory standard.

4.3 A practical experience certificate stating that at least nine months' full-time practical experience (or the part-time equivalent) has been spent in exclusive orthodontic practice under the supervision of a Registered Dentist who is on the Specialist List in Orthodontics held by the General Dental Council.

4.4 Registration with the General Dental Council as a Dental Care Professional.

5. ELIGIBILITY FOR THE AWARD OF THE DIPLOMA

5.1 To be eligible for the award of the Diploma all candidates **must** provide evidence of having complied with all the parts of the Regulations and passed the examination.

6. APPLICATION FOR ADMISSION TO THE EXAMINATION

6.1 Applications for admission to the examination must be fully completed with the required certified evidence and accompanied by the full amount of the fee payable for the examination.

6.2 Applications for admission to the examination can be downloaded from the College website and must be received by the closing date specified in the examinations' calendar. Applications received after the closing date will not normally be processed.

6.3 Applications for the examination should be sent to the Examinations Section of the College; application can also be made on-line on the College website. Further information regarding the examination can be downloaded from the College Website www.rcsed.ac.uk or obtained from this address:

Examinations Section, The Royal College of Surgeons of Edinburgh, The Adamson Centre, 3 Hill Place, Edinburgh, EH8 9DS, Scotland: Telephone No +44 0131 527 1600; dental.exams@rcsed.ac.uk

6.4 Examinations for the Diploma in Orthodontic Therapy will be held at such times as agreed by the Dental Examinations Committee.

7. RESULTS

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

8. FEEDBACK

8.1 Candidates will be given written feedback on their performance as appropriate and where requested.

9. LIMITATIONS ON THE NUMBER OF ATTEMPTS

9.1 Unsuccessful candidates will be eligible to re-sit the examination at future diets within 12 months of the first final examination date. Thereafter, it will be necessary for a candidate to provide evidence of further training before being eligible for further attempts at the examination.

10. INFRINGEMENT OF THE REGULATIONS

10.1 The College 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 are as follows:

10.1.1 Entry to the examination being attempted by making false claims about eligibility or falsifying entry documentation, including the submission of case presentations or a log book containing plagiarised or incorrect content. The College reserves the right to make checks to validate any information or documents supplied by the candidate;

10.1.2 Unfair advantage being sought or obtained: by possession of material or devices during an examination that might give advantage; by plagiarism of any description; by communicating or attempting to communicate with another candidate once the examination has commenced; or by refusing to follow instructions given by examiners or examinations staff regarding the conduct and procedure of the examination;

10.1.3 Removal of, or an attempt, to remove from the examination room, any confidential examination material;

10.1.4 Any attempt to obtain confidential information relating to the examination from an examiner or examination officials;

10.1.5 Passing confidential information on the content of the examination to a third party.

10.2 This list is not exhaustive. Further information can be obtained from the guidelines on suspected malpractice available on the College website: www.rcsed.ac.uk

11. APPEALS AND COMPLAINTS

11.1 Candidates wishing to lodge an appeal or complaint must do so in accordance with the College Examinations Complaints and Appeals Procedures. The full procedural document can be downloaded from the College website at www.rcsed.ac.uk or obtained from:

Examinations Section
The Royal College of Surgeons of Edinburgh
3 Hill Place
Edinburgh
EH8 9DS
SCOTLAND
Phone +44 0131 527 1600
Email: dental.exams@rcsed.ac.uk

12. WITHDRAWAL FROM THE EXAMINATION

12.1 Any candidate who wishes to withdraw an application for admission to any part of the examination must submit a request in writing to the College. A refund of the fee paid may be made (less an administrative fee of 20%), provided that notice of an intention to withdraw is

received by the Examinations Section before the closing date by which applications are due, as shown in the examinations calendar. Refunds 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 any part of the examination on medical grounds and request a refund must submit a request in writing to the College, accompanied by a medical certificate. An application for consideration of a refund 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 Examinations Section within 28 days following the date of the candidate's programmed examination date.

12.3 The College reserves the right to review admission to the examination on an individual basis in exceptional circumstances.

13. CANDIDATES WITH SPECIAL CIRCUMSTANCES

13.1 Special examination and other assessment arrangements may be made for candidates with permanent or temporary disability. These arrangements are intended to allow candidates to perform to the best of their ability. It is the responsibility of the candidate to notify the Examinations Section when they submit their application of any special circumstances. Applications for special consideration must be supported by written evidence in the form of a medical report from their General Practitioner for medical conditions (an educational psychologist's report is required for requests for extra time because of dyslexia). Details can be found on the College website: www.rcsed.ac.uk

14. EXEMPTIONS

14.1 If a candidate passes in the written component of the examination but fails in the case presentation/oral component, the pass in the written component will be carried forward for one diet of the examination only. No other exemption will be permitted. Successful completion of the examination must normally be completed within one year of first presentation at the examination.

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 licence.

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 College 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 College reserves 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 A candidate who passes the examination and satisfies the Regulations shall be entitled to the designation of Diplomate in Orthodontic Therapy of The Royal College of Surgeons of Edinburgh (Dip Orth Ther RCSEd) and shall receive a diploma bearing the Seal of the College signed by the President, the Dean of the Faculty of Dental Surgery and the Secretary to the College. The form of the diploma shall be as follows:

"The President and Fellows of The Royal College of Surgeons of Edinburgh hereby grant the Diploma in Orthodontic Therapy to who has completed the required form of study and passed the necessary examination."

16.2 Successful candidates will be eligible for Affiliation of the College. Affiliates may participate in Faculty educational and social activities. Affiliates shall pay such annual subscription as may be determined from time to time by the College.

17. LEARNING OUTCOMES

17.1 The learning outcomes for this examination are defined in the DCP category as specified by the General Dental Council's publication *Developing the Dental Team – Second Edition (interim) 2009*: (www.gdc-uk.org).

18. BLUEPRINT

E - Essential W - Written examination
D - Desirable P - Case presentations
O - Oral examination

Blueprint Assessment

	E	D	W	P	O
<u>Biomedical Sciences and Oral Biology</u>					
Understanding of those aspects of the biomedical sciences, oral physiology and craniofacial, oral and dental anatomy that are significant in the management of patients	X		X		X
Be familiar with those aspects of general anatomy, physiology and biochemistry relevant to orthodontic therapy	X		X		X
<u>Behavioural Sciences, Communication skills and Health Informatics</u>					
Using information technology	X			X	X
Communication skills	X			X	X
Working as part of the dental team	X		X		X
Social and psychological issues relevant to the care of the patients	X				X
<u>Human Disease</u>					
The implications of a positive medical history and the main medical disorders that may affect the provision of orthodontic treatment	X		X		X
<u>Medical Emergencies</u>					
Competent at carrying out resuscitation techniques	X		X		X
Identify medical emergencies, immediate management of anaphylactic reaction, hypoglycaemia, upper respiratory obstruction, cardiac arrest, fits, vasovagal attack, inhalation or ingestion of foreign bodies	X		X		X
Principles of first aid	X		X		X
<u>Law, Ethics and Professionalism</u>					
Understand the importance and maintenance of full accurate clinical records and law as it applies to records	X		X	X	X

	E	D	W	P	O
Responsibilities of consent, duty of care and confidentiality	X		X		X
Patients' rights and how to handle complaints	X		X		X
Competency range of other members of the dental team	X		X		X
Regulatory functions of the GDC	X		X		X
Legal and ethical obligations of registered member of the dental team	X		X		X
<u>Health Safety and Infection Control</u>					
Implementing and performing satisfactory infection control and preventing contamination in the clinic and the laboratory	X		X		X
Health and safety legislation as it affects clinical and laboratory practice	X		X		X
<u>Dental Biomaterials Science</u>					
Selection and manipulation of dental biomaterials used the by the orthodontic therapist	X		X	X	X
Science that underpins the dental biomaterials used by the orthodontic therapist		X	X	X	X
<u>Clinical Orthodontics</u>					
<u>Clinical Records</u>					
Intraoral and extraoral photographs of patients, and photographs of models and radiographs	X			X	X
Taking dental impressions	X		X		X
Taking and checking occlusal records	X		X		X
Casting, basing and trimming orthodontic models	X		X	X	X
Producing a cephalometric analysis of a skull radiograph by contemporary methods	X		X	X	X
<u>The Principles of Orthodontics</u>					
Features of normal and ideal occlusion	X		X	X	X
Classification of malocclusion	X		X	X	X
Principles of tooth movement, force application and anchorage	X		X		X
Common orthodontic appliance systems and their mechanical principles	X		X	X	X
The aetiology of malocclusion	X		X		X

	E	D	W	P	O
The limitations of orthodontic treatment		X			X
Potential risks and benefits of orthodontic treatment, including iatrogenic damage	X		X	X	X
Orthodontic Instruments					
Identifying and selecting appropriate instruments	X		X	X	X
Using equipment and instruments safely	X				X
Maintaining instruments		X			X
Removable Appliance Placement					
Inserting passive removable appliances	X		X	X	X
Inserting active removable appliances previously adjusted by a dentist	X		X	X	X
Fitting orthodontic headgear	X		X	X	X
Fitting orthodontic facebows which have been previously adjusted by a dentist	X		X	X	X
Measuring elastic headgear forces	X		X	X	X
Fixed Appliance Placement					
Placing and removing orthodontic separators	X		X	X	X
Identifying and selecting orthodontic bands appropriate for the patient	X		X	X	X
Placing adapting and cementing bands	X		X	X	X
Identifying attachments appropriate for individual teeth	X		X	X	X
Cleaning and preparing the tooth surface for orthodontic bonding	X		X	X	X
Using orthodontic adhesives and cements	X		X	X	X
Placing attachments, including bonded retainers	X		X	X	X
Preparing archwires	X		X	X	X
Inserting and ligating archwires and archwire auxiliaries	X		X	X	X
Ligating groups of teeth together	X				X
The technique of welding attachments to bands	X				X
Fixed Appliance Removal					
Releasing and removing ligatures	X		X		X
Removing archwires and archwire auxiliaries	X		X		X
Removing cemented and bonded attachments	X		X		
	E	D	W	P	O

Differentiating between dental tissues, dental deposits, adhesive and cement	X			X	X
Removing orthodontic adhesive and cement residues from the teeth	X		X		
Supragingival cleaning and polishing of the teeth using both powered and manual instruments, and at stain removal and prophylaxis	X		X		
Orthodontic Emergency Care					
Identifying damaged and distorted orthodontic appliances	X		X		X
Taking limited action to relieve pain or made an appliance safe in the absence of a dentist	X		X		X
Identifying when a situation is beyond the orthodontic therapist's expertise	X				X
The need to arrange early attention by a dentist following emergency treatment	X		X		X
<u>Comprehensive Oral Care</u>					
Working with other members of the dental team			X		X
Interpreting and working to, an orthodontic care plan or prescription	X		X		X
Role of the orthodontic therapist within the framework of the dental team	X		X		X
When to refer the patient to a dentist where treatment is beyond the training or experience of an orthodontic therapist	X		X		X
<u>Pain and Anxiety Control</u>					
Managing fear and anxiety with behavioural techniques and empathise with patients in stressful situations	X		X		X
The manifestations of anxiety and pain and the various methods available for their management of control	X		X		X

APPENDIX A: GUIDE TO CANDIDATES

1. INTRODUCTION

- 1.1 This document contains the Guidance for Candidates for the Diploma in Orthodontic Therapy of the Royal College of Surgeons of Edinburgh

Further information can be obtained from the Examinations Section:

Examinations Section
The Royal College of Surgeons of Edinburgh
3 Hill Place
Edinburgh EH8 9DS
Phone +44 0131 527 1600
dental.exams@rcsed.ac.uk
www.rcsed.ac.uk

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

- 1.3 The examination for the Diploma in Orthodontic Therapy is designed to test the ability of candidates to treat patients as delegated by a registered dentist. The range of skills to be tested in the examination include only those which are specified in the Learning Outcomes for Orthodontic Therapy published by the General Dental Council. This is obtainable from the General Dental Council, 37 Wimpole Street, London W1M 8DQ (www.gdc-uk.org).

- 1.4 The Diploma entitles the holder to apply for registration with the General Dental Council as an Orthodontic Therapist.

2. ENTRANCE REQUIREMENTS

Candidates must provide certified evidence of the following:

- 2.1 Evidence of satisfactory completion of a training programme signed by the Course Director or equivalent.

2.2 Successful completion of a continuous assessment record in the form of a clinical log book will have to have been completed during each candidate's training. This should record the clinical work undertaken during the course and should include a series of competency based assessments which the candidate has to complete as he/she progresses through the course. The log book should record the number of patients treated by a candidate together with the types of procedures carried out over the length of the course. It should also record the candidate's performance in each task assessed by his/her clinical tutor. A record of theoretical assessments completed during the course should also be included.

- 2.3 Evidence of registration with the General Dental Council as a Dental Care Professional.

3. THE STRUCTURE OF THE EXAMINATION

The examination at, or near, the end of training is divided into three parts.

- 3.1 Written component:** This consists of two written papers, each paper of two hours' duration. Each paper will consist of six short answer questions, **all questions must be answered**. The pass mark for each written paper will be 3. The total pass mark for this component will be 6.

3.2 Case presentations: The examination consists of two case presentations. Candidates are required to present the records of two cases. The case presentations must be submitted on the day of the examination and accompanied by a Candidate and Patient Declaration (Appendix B) for each case. This element of the examination lasts 30 minutes and will focus on assessing the candidates' knowledge and understanding of procedures carried out for the patients. These presentations must include complete clinical records and radiographs.

These cases should represent the breadth of the work of an orthodontic therapist. The external and internal examiners will ask structured questions relating to the candidate's clinical knowledge and understanding of the treatment provided.

A declaration form (Appendix C) must be completed for each case presentation and inserted into the patient's folder. **This includes the statement 'I confirm that I have not plagiarised from any source'**. Candidates presenting for this examination will be subject to the relevant plagiarism regulations of the College.

Each examiner will mark independently both case presentations. The total mark available for this component is 16. The pass mark for this component is 12.

3.3 Structured oral: This will be a structured oral of 15 minutes in which the candidate is questioned over the breadth of the Learning Outcomes.

Each examiner will mark independently for the structured oral examination. The pass mark for this component is 6.

There will be compensation between the case presentations and the structured oral providing a minimum threshold score of 5 is reached in the structured oral examination.

3.4 If a candidate passes in the written component of the examination and fails in the case presentation/structured oral component, the pass in the written component will be carried forward for one diet of the examination only. No other exemption will be permitted. Successful completion of the examination must normally be completed within one year of first presentation at the examination.

4. SCALE OF MARKS AND DESCRIPTORS:

4.1 The following scale of marks is used:

Grade	Description	Detailed description
4	Good	Impressive candidate. Well-informed, fairly critical. Good decision making skills. Justifies approaches well.
3	Pass	Reassuringly sound, rather than impressive. Able to justify only some approaches well, but most appear sensible. Adequate decision making skills.
2	Fail	Examiner is uncomfortable with candidate's adequacy. Not much justification of approaches. Decision making and other skills tested are, on balance, unacceptable.
1	Poor	Questionable approaches, sometimes neither justifiable nor justified. Poor decision making. Potentially risky in practice.

4.2 Normally candidates are required to pass all three components of the examination. However compensation will be permitted for candidates who achieve a 5 in the structured oral component and 13 or more in the case presentation component.

5. GENERAL INFORMATION

5.1 The whole examination is normally conducted in the institution where candidate is based.

5.2 Candidates should note that no practical work will be required during the examinations.

5.3 Any candidate failing the examination may request confidential advice concerning any additional training which may be beneficial before attempting the examination again. It is normally the institution where the candidate is based that will give feedback.

APPENDIX B: CONSENT FORM

**The Royal College of Surgeons of Edinburgh
Diploma in Orthodontic Therapy (Dip Orth Ther RCSEd)
Candidate and Patient Declarations**

A signed declaration must be submitted for each case presentation.

The Royal College of Surgeons of Edinburgh handles all candidate information in accordance with the Data Protection Act 1998.

To be signed by the candidate:

I confirm that I personally carried out the treatment for this patient.

Case Number:

Patient's Initials:

Candidate Name:

Candidate Signature: Date (dd/mm/yyyy):

To be signed by the patient:

I understand that my dental treatment has been documented with clinical photographs for use in the Diploma in Orthodontic Therapy Examination. The material will be scrutinised by examiners undertaking the examination but this information will never be in the public domain.

Patient Name:

Patient Signature: Date (dd/mm/yyyy):

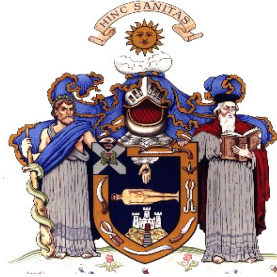
Postal Address:

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APPENDIX C: DECLARATION FORM

This form should be completed and placed in an envelope with all the other forms for the cases. The envelope should then be forwarded to the Examinations Section.



ROYAL COLLEGE OF SURGEONS OF EDINBURGH DIPLOMA IN ORTHODONTIC THERAPY PRESENTATION OF CASE HISTORIES

Date of examination:

Candidate's name:

Patient's initials:

Patient's date of birth:

I certify that the treatment for the named patient was carried out by the Candidate

Supervisor's name:

Supervisor's signature:

Date:

Departmental stamp:

I confirm that I have not plagiarised from any source.

Candidate's name:

Candidate's signature:

Date: