

# THE ROYAL COLLEGE OF SURGEONS OF EDINBURGH



## REGULATIONS RELATING TO THE DIPLOMA OF MEMBERSHIP IN SPECIAL CARE DENTISTRY (M SCD RCSEd)

November 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 EXAMINATION SECTION WILL BE ABLE TO ADVISE (00 44 (0) 131 527 1600) OR YOU MAY VISIT THE COLLEGE WEBSITE: [www.rcsed.ac.uk](http://www.rcsed.ac.uk)**

## **1 INTRODUCTION**

- 1.1 This document contains the Regulations for the Diploma of Membership in Special Care Dentistry of the Royal College of Surgeons of Edinburgh

Further information can be obtained from the Examination Section:

Examination Section  
The Royal College of Surgeons of Edinburgh  
The Adamson Centre, 3 Hill Place  
Edinburgh EH8 9DS  
Phone +44 (0) 131 527 1600  
dental.exams@rcsed.ac.uk  
[www.rcsed.ac.uk](http://www.rcsed.ac.uk)

- 1.2 All parts of the examination are conducted in English.
- 1.3 The examination will be held in the UK and overseas according to demand.

## **2 AIM AND PURPOSE OF THE EXAMINATION**

- 2.1 The Diploma of Membership in Special Care Dentistry of the Royal College of Surgeons of Edinburgh is an assessment of core knowledge and competence in the field of Special Care Dentistry as defined in the Learning Outcomes. It is intended to test the candidates competency at a level expected of a specialist practitioner.

- 2.2 Candidates should be aware that attaining the award of the Diploma in Special Care Dentistry does not confer eligibility for the UK Specialist List for Special Care Dentistry.

### **2.3 Aims**

- To allow the candidates to demonstrate a core knowledge of Special Care Dentistry as defined by the learning outcomes and at a level expected of a specialist practitioner.
- To allow the candidates to demonstrate attainment of the level of competence in the planning and execution of Special Care Dentistry requisite for specialist practice.

## **3 STRUCTURE OF THE EXAMINATION**

- 3.1 The Examination consists of 2 parts which must be passed independently and at the same time.
- 3.2 The Examination will consist of:

### **Part A**

Which consists of:

- (i) One written paper comprising Single Best Answer and/or Extended Matching Items and/or Short Answer Questions of three hours duration in all aspects of Special Care Dentistry, as defined by the Learning Outcomes.
- (ii) A 20 minute structured oral examination on any aspects of Special Care Dentistry and to include clinical governance and audit.

## Part B

Which consists of:

(i) Two 20 minute structured clinical oral examinations based on simulated cases in the clinical aspects of human disease relevant to Special Care Dentistry, the practice of Special Care Dentistry and organisational and management issues relevant to Special Care Dentistry.

In the above structured clinical oral examinations, the candidates will be presented with three simulated cases and relevant materials, which may include radiographs, photographs, study casts and/or test results as deemed appropriate. There will be two short cases examined in one of the structured clinical oral examinations and one long case examined in the other. The candidates will be expected to answer questions and/or to demonstrate clinical skills in a simulated situation relating to the materials provided. Questions may, for example, include making a diagnosis and formulating a treatment or management plan. The candidates will have 40 minutes of preparation time to examine the three simulated case histories.

(ii) A 30 minute structured oral examination on the candidates Portfolios of Experience of Special Care Dentistry during which the candidates a) two fully documented clinical case histories, each describing a patient personally treated by the candidates, and b) learning outcomes related to the Log Book will be examined.

(iii) A 15 minute communication test on aspects of communication related to Special Care Dentistry.

## 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 Council of the Royal College of Surgeons of Edinburgh.

4.2 To be eligible for the examination, prospective candidates must fulfill one or more of the following criteria:

(i) Have normally completed at the date of commencement of the examination, a minimum of 30 months of a full-time 3 year training appointment (or pro-rata for part-time trainees) in appropriate posts, courses and programmes.

(ii) Be registered as a Specialist in Special Care Dentistry in the UK.

(iii) Have completed at least 30 months continuous full-time (or part-time equivalent i.e. not less than half-time over a maximum of six continuous years) of specialty training overseas or in the EEA in a programme of specialty training.

(iii) Have equivalent experience to that of a candidate who has completed a 3 year full-time specialist training programme as defined by the SAC.

- 4.3** All applications should include supporting documentation to confirm the period of training. 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. Part-time posts, courses and programmes will not normally be accepted if they are less than half-time. Candidates are required to provide details of their clinical experience in chronological order for the last three years (or equivalent). For part-time activities, this evidence must include the number of sessions per week spent treating special care patients.
- 4.4** Candidates who do not exactly fulfil the above requirements may apply for eligibility for special consideration of their experience provided they submit the full details to the Examination Section of the College. The procedure can be viewed on the College's website: [www.rcsed.ac.uk](http://www.rcsed.ac.uk)

## **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.
- 5.2** Candidates who have passed the examination after between two and a half and three years of training (or part-time equivalent), will be eligible for the award of the Diploma only on completion of their clinical training period.

## **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 the examination with all the necessary supporting documentation must be received by the closing date specified in the examinations' calendar. Applications received after the closing date will not normally be processed. Candidates should provide chronological evidence of their employment in Special Care Dentistry during the three years immediately prior to application and/or of their employment and experience within the preceding 6 or 7 years, as appropriate (4.1.2 and 4.1.2.1).

*Where candidates are applying to have part-time courses taken into consideration for eligibility, official copies of the programmes for these courses and hours of attendance per week during the programme(s) should be included with the application. Candidates on postgraduate/structured training programmes should declare how much patient care in Special Care Dentistry has been undertaken, both within and outwith the programme of study.*

- 6.3** Candidates are required to submit their Portfolio of Experience to the Examination Section of the College no more than 6 months and no later than 12 weeks prior to the Examination. Eligibility cannot normally be confirmed after the closing date. The Log Book is required to confirm eligibility.
- 6.4** Instructions regarding completion of the Portfolio of Experience to include two fully documented case histories and the Log Book may be found in the Guidance to Candidates.

- 6.5** Applications for the examination should be sent to the Examination 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](http://www.rcsed.ac.uk) or obtained from this address:

Examination 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](mailto:dental.exams@rcsed.ac.uk)  
[www.rcsed.ac.uk](http://www.rcsed.ac.uk)

## **7 RESULTS**

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

## **8 FEEDBACK**

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

## **9 LIMITATIONS ON THE NUMBER OF ATTEMPTS**

Under normal circumstances the maximum number of times candidates may sit the examination is three unless there are extenuating circumstances. For each sitting candidates must comply with all parts of the Regulations

## **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 behavior prejudicial to the proper management and conduct of the examination. Examples of such infringements are as follows:
- 10.2** Entry to the examination being attempted by making false claims about eligibility or falsifying entry documentation, including the submission of documented case histories and 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 candidates.
- 10.3** Unfair advantage being sought or obtained: by possession of material during an examination that might give advantage (including electronic communication devices); by plagiarism of any description; by communicating or attempting to communicate with other candidates 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.

- 10.4** Removal of, or an attempt, to remove from the examination room, any confidential examination material.
- 10.5** Any attempt to obtain confidential information relating to the examination from an examiner or examination officials.
- 10.6** Passing confidential information on the content of the examination to another candidate or other third party.
- 10.7** This list is not exhaustive. Further information can be obtained from the guidelines on suspected malpractice available on the College Website.

## **11 APPEALS AND COMPLAINTS**

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](http://www.rcsed.ac.uk) or obtained from:

Examination Section  
The Royal College of Surgeons of Edinburgh  
3 Hill Place  
Edinburgh  
EH8 9DS  
SCOTLAND

Email: [dental.exams@rcsed.ac.uk](mailto:dental.exams@rcsed.ac.uk)

## **12 WITHDRAWAL FROM THE EXAMINATION**

- 12.1** Candidates who wish 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 candidates who withdraw after the closing date. Candidates should refer to the document "Advice to Candidates" which can be downloaded from the College Website or obtained from the Information Section.
- 12.2** Candidates who wish 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**

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 candidates 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](http://www.rcsed.ac.uk)

### **14 EXEMPTIONS**

**14.1** Candidates who have been unsuccessful in a diet of the examination, but who have passed the section of the examination on the Portfolio of Experience, may be allowed to carry this component forwards to the next diet of the examination, the time period not normally to exceed 12 months. In certain circumstances (e.g. if the candidate has been on maternity leave or long-term absence) this period may be extended. Thereafter, the Portfolio of Experience must contain two new fully documented clinical cases histories and the Log Book should normally demonstrate continuing clinical experience.

**14.2** Candidates who have failed the Portfolio examination may be allowed to carry forward component parts. The Portfolio must be resubmitted with 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 licence.

**15.2** For the purpose of visual identification, candidates 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 verbal and non-verbal communication skills and interaction with the examiner and/or with an actor simulating a patient, 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**

Candidates who pass the Examination shall be entitled to the designation of Member in Special Care Dentistry of the Royal College of Surgeons of Edinburgh (M SCD 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 of Membership in Special Care Dentistry to ..... who has completed the required form of study and passed the necessary Examination."

Successful candidates will be granted Membership of the Faculty of Dental Surgery of the College on payment of such election fee and annual subscription as may be determined from time to time by the Council of the College. Members of the Faculty of Dental Surgery may participate in Faculty and College educational and social activities.

## **17 CURRICULUM**

The curriculum for the examination is defined by the Learning Outcomes (Appendix A)

## **18 LEARNING OUTCOMES (Appendix A)**

## **19 DECLARATION FORM (Appendix B)**

## **20 CONSENT FORM (Appendix C)**

## **21 FORMAT FOR DOCUMENTED CLINICAL CASE HISTORIES (Appendix D)**

## **22 BLUEPRINT (Appendix E)**