Regulations for the Specialist Fellowship Diploma of the Faculty of Dentistry, Royal College of Surgeons in Ireland, in Orthodontics.

FFDRCSI (Orth)

June 2014
INTRODUCTION

This booklet contains the Regulations relating to the Specialist Fellowship Diploma of the Faculty of Dentistry of the Royal College of Surgeons in Ireland, in Orthodontics.

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GENERAL REGULATIONS

1. The Specialist Fellowship Diploma of the Faculty of Dentistry, Royal College of Surgeons in Ireland, in Orthodontics - FFDRCSI (Orth) - may be granted to those who possess a dental qualification registrable in the Register of Dentists for Ireland and to graduates or diplomates in Dental Science of those universities and other licensing bodies recognised for the purpose (i.e. those that admit candidates to Temporary Registration in Ireland and UK) and who comply with the Regulations.

2. The requirements to present for the examination in the Specialist Fellowship, FFDRCSI (Orth) are:
   a. FDS, MFD/MFDS or equivalent and should be in good standing in relation to the maintenance of the RCSI annual subscription. Candidates unable to offer these qualifications will have to show evidence of passing a written postgraduate examination in basic dental sciences.
   b. Evidence of satisfactory completion of three years full-time (or part-time equivalent not normally exceeding six years) recognised specialty training in an institution recognised by the Faculty. Training would normally be expected to be undertaken within one approved programme. Candidates are required to submit certified, documented evidence of their training, including their training number if applicable. It is anticipated that this examination would normally be taken close to the date of completion of training.

3. The dates of the examination and the fees payable for admission to the examination are set out in the examination calendars, which are published annually by the College and are available on the Faculty of Dentistry website. [http://dentistry.rcsi.ie]. The examination is conducted in the English language.

4. For FFD exam eligibility queries, we would advise you to do the following:
   - Email your current CV
• Send a formal copy of your qualifications to date and letters confirming any training you have undertaken to the Faculty office at facdentistry@rcsi.ie

• You will also need to send the Faculty a note from your Consultant confirming your clinical competence.

N.B. Prior approval must be received from the Faculty office before sitting an FFD examination.

If you are considered eligible to sit an FFD examination, you must log on to the Postgraduate Examinations System to formally apply for the examination. However, you cannot formally apply online for an FFD examination without prior approval from the Faculty office.

Prior to formally applying for the FFD examination, please ensure that you carefully read the following information that can be found on our Faculty website (http://dentistry.rcsi.ie)

• Exam regulations

• Exam Rules of Conduct

Due to the large number of candidates applying to take these examinations, it is essential that the following points are read and adhered to:

1. If the Faculty considers that you are eligible to sit an FFD examination, you must log on to the Postgraduate Examinations system to formally apply for your chosen examination.

2. The full fee must then be paid online by credit card.

3. You will be asked to scan and upload a passport photograph.

4. You will be asked to scan your official letter of prior approval from the Faculty office.

5. This formal online application must be received by the SARA Department (Student Academic and Regulatory Affairs) on or before the closing date of the examination.

6. Once your online application has been processed you will receive official confirmation, along with your examination number.

7. The SARA Department will be in contact with you prior to the examination regarding further details of venues, timetables, etc.
You are welcome to make enquiries by telephone or email us with regard to any examination applications you are making to this Faculty.

Email: facdentistry@rcsi.ie, Phone: +353 (0)1 402 2239 / 2256.

5. Candidates withdrawing from an examination must do so in writing before the closing date. The entrance fee will be returned less a 20% administrative charge. Candidates who withdraw from the examination after the closing date or who fail to attend the examination for which they have been accepted will not normally be entitled to any refund of the fee. Refusal of the employing authority to allow leave to attend the examination will not be accepted as qualifying for any refund after the closing date. A refund on medical grounds, even if there is a medical certificate, is not normally allowed. Applications for consideration on medical or compassionate grounds must be supported by the Consultant or Dean responsible for training and must be submitted to the College with any accompanying evidence within 28 days of commencement of the examination.

6. The College or Board of the Faculty reserves absolute discretion to refuse to admit to the examination, proceed with the examination of, any candidate who (a) infringes any of the Regulations or (b) who is considered by the Examiners to be acting in a manner prejudicial to the proper management and conduct of the examination or (c) whose conduct has rendered them in the College’s or Board’s opinion, unsuitable for conferral with the Diploma of Fellow of the Faculty of Dentistry of the Royal College of Surgeons in Ireland (See Appendix 1)

7. Candidates who desire to make representation with regard to the conduct of the examination must address them to the Examinations Office of the Royal College of Surgeons in Ireland within 1 month of the examination and not in any circumstances to an examiner. Representation will then be dealt with according to the policy agreed by the College.

8. The Specialist Fellowship Diploma in Orthodontics of the Faculty of Dentistry, RCSI is registrable in the Register of Dentists for Ireland as an additional qualification provided that the name of the holder already appears in that Register. Details regarding the registration of the diploma
may be obtained from the Registrar, Irish Dental Council, 57 Merrion Square, Dublin 2.

9. Candidates who consider that their experience is equivalent to the training set out above, but who do not comply exactly with these rules, may apply for special consideration by submitting full details in writing at least three months before the closing date of the examination to the Education Committee, Faculty of Dentistry, Royal College of Surgeons in Ireland. A final decision will rest with the Board of the Faculty of Dentistry (as per paragraph 4).

10. The examination will normally be held once yearly in November with a further sitting in May at the discretion of the Education Committee.

THE EXAMINATION

11. The FFDRCSI (Orth) Specialist Fellowship Diploma will test the candidate’s understanding of diagnosis and treatment planning over a wide range of problems in Orthodontics together with his/hers expertise in carrying out Orthodontic treatment.

The examination consists of the following components:

a) **A three hour written paper** with three compulsory questions relating to any part of the syllabus.

Candidates who have already been awarded a recognised higher degree by an approved university dental school during the course of their specialty training, which includes a written paper on subjects covered by the syllabus, will be exempt from this section. **Candidates holding a higher degree based solely on research will be expected to take this paper.**
b) **Simulated Clinical Examination – OSCE format.**

The OSCE examination is composed of individual five or ten minute stations.

This part of the examination should take one hour and thirty minutes. You may be examined in any aspect of orthodontics including,

- Diagnosis and treatment planning
- Radiographic interpretation
- Practical skills
- Communication skills
- Clinical Skills
- Laboratory skills

Examiners may use radiographs, cephalometric analyses, photographs, study models, appliances, case scenarios with or without “actors” or other suitable material during the course of the examination.

c. **A diagnostic component of one hour's duration.** Each candidate will be presented with the records of three cases for diagnosis and treatment planning. Clinical photographs, study models, radiographs including cephalometric analysis will be provided. Candidates will be allowed ten minutes to examine the patient's records followed by a ten minute oral examination on each case.

d. **Two oral examinations, each of fifteen minutes duration.** Questions may be asked on any part of the syllabus but one oral will concentrate on orthodontic theory and one on practical aspects of orthodontics.

e) **Presentation of the case records of five completed cases** treated personally by the candidate during the recognised training programme. This component of the examination is intended to illustrate the candidate's ability to treat a range of orthodontic problems to a high standard and to demonstrate an understanding of the principles underlying the treatment.

See Appendix II for required details for case records.
Candidates failing the examination but passing the treated cases section will be exempt from this section for the following four diets (2 years) of the FFD examination.

Clinical case records must be submitted to the designated examination centre by noon on the day before the examination is scheduled to occur. The clinical case records will be available for collection by the candidate following the adjudication and candidates should note that this is their personal responsibility.

Clinical case records should be accompanied by the declaration form (Appendix III) signed by the Programme Director and with the official stamp of the training institution confirming the candidate’s substantial involvement in the treatment of the selected cases in addition to a signed statement by the clinician & patient [Appendix IV]. These statements should be separately addressed to the Examination Secretary in a sealed envelope. They must not be enclosed with the clinical case histories.

In addition, prior to the examination date, candidates are required to send electronic copies of Case Histories/Log Diaries/Relevant Information etc., on a USB key to the Faculty Offices;

Address:
Faculty of Dentistry,
123 St. Stephen’s Green,
Dublin 2,
IRELAND.

The above must arrive at least 28 days prior to the examination date thus allowing the Examiners sufficient time to review all relevant documentation prior to commencement of the examination.”

f. Candidates unable to present evidence of research experience will be required to undergo an additional oral examination:

This will take the form of a critical review of three scientific papers, selected by the examiners. Copies of the papers will be provided and candidates will have ninety minutes preparation prior to the oral examination. Candidates will spend up to thirty minutes discussing the papers with the examiners.
CURRICULUM

Three year full-time specialist training programme content.

Section A: Basic Orthodontic Subjects

M1 Normal and abnormal development of the dentition
M2 Facial Growth (normal and abnormal)
M3 Physiology and pathophysiology of the stomatognathic system
M4 Tooth movements and facial orthopaedics
M5 Radiology and other imaging techniques
M6 Cephalometrics (including tracings)
M7 Orthodontic materials
M8 Orthodontic biomechanics

Section B: General Orthodontic Subjects

M9 Aetiology
M10 Diagnostic procedures
M11 Diagnostic assessment, treatment objectives and treatment plan
M12 Growth and treatment analysis
M13 Long term effect of orthodontic treatment
M14 Iatrogenic effects of orthodontic treatment
M15 Epidemiology in orthodontics
M16 Orthodontic literature

Section C: Orthodontic Techniques

M17 Removable appliances
M18 Functional appliances
M19 Extra-oral appliances
M20 Fixed appliances
M21 Retention appliances

Section D: Biological Sciences Relevant to Orthodontics

M22 Cell and molecular biology
M23 Genetics
M24  Craniofacial embryology
M25  Somatic and craniofacial growth
M26  Physiology of breathing, swallowing, mastication and speech
M27  Psychology
M28  Research module

Section E Multidisciplinary Orthodontics
M29  Craniofacial anomalies - overview
M30  Cleft lip and palate patients - overview
M31  Orthodontic and periodontics, prosthodontics and endodontics
M32  Orthodontic/Oral Surgical interface

Section F: Specific Treatment Procedures
M33  Guiding the development of occlusion
M34  Adult orthodontics - overview
M35  Craniomandibular dysfunctions

Section G: Information Technology
M36  Computer based technology

Section H: Management of Oral Health
M37  Oral Health
M38  Health Education

Section I: The Practice and Business of Specialist Orthodontic Practice
M39  Health and Safety
M40  Legislation and Ethics
M41  Surgery Management
M42  Personnel Management
M43  Finance

Section J:
M44  Self-assessment Module
APPENDIX I

ROYAL COLLEGE OF SURGEONS IN IRELAND
Coláiste Rioga na Máinlea in Éirinn
FACULTY OF DENTISTRY, RCSI

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Exam Title

Date

Examination Number

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**Before the Examination**

- Place your ID card face-up and clearly visible on your assigned desk.
- Electronic devices are **not** permitted in the examination. All devices should be handed in to the College representative.
- All other personal belongings should be placed in the area designed by the College representative.
- Please do not communicate with any other candidates following entry into the examination venue. If you have any queries seek the advice of an invigilator by raising your hand.
- You may read the front cover of the examination paper.

**During the Examination**

- All answers to questions must be written clearly.
- If you have any queries seek the advice of an invigilator by raising your hand.
- Please **do not** communicate to any other candidates during the examination.

**At the End of the Examination**

- Make sure that your exam number is clearly marked on each answer sheet/booklet(s).
- Exam papers to be returned along with your answer sheet/booklets.
- Remain at your desk at the end of the exam until your script has been collected by the invigilator.
- As soon as your script has been collected you may leave the examination venue making sure to take your personal belongings with you.

**Examples of Examination Offences**

- Opening the exam paper before the exam has commenced.
- Having unauthorised items either on your person, in the vicinity of your desk or in the examination venue including the toilets.
- Communicating in any manner with other candidates in the examination venue.
- Having an electronic device on your person at any time when in the examination venue including the toilets.
- Continuing to write after the end of the exam has been announced.
- Removing any used or unused answer books, exam papers or any other
examination stationary from the examination venue, even temporarily.

• Ignoring or disobeying any other instructions given by an invigilator or
  member of the Student, Academic and Regulatory Affairs office.

Penalties for Examination Offences

Examination offences are taken extremely seriously. Anyone either
suspected of or caught committing an examination offence will be reported
immediately to the Faculty and College Authorities. Further action may be
taken.

The penalties for examination offences include (but are not restricted to) the
following:

• Expulsion or suspension from the examination.
• Failure to be credited with any marks obtained in the examination
  prior to the detection of the examination offence.
• Deferral of further attempts to sit the examination.

The above applies to all parts of the examination. By signing below, I confirm
that I have read and fully understand the contents of this document.

Signature: Date:
APPENDIX II

DETAILS FOR CASE RECORDS

1. Use loose-leaf files, large enough to include lateral skull tracing. Recommended size: 12.4” x 9.5”. There should be no mention of the patient’s or candidate’s name or the centre where the cases were treated in the folder.

2. Records should include a full diagnosis and treatment plan of the case, and a summary of the treatment method (technique) including the design of the removable appliances and a description of the various wires and arches in fixed appliances.

3. Photographic black and white or colour print, before and at completion of treatment as follows:
   - A - Full Face
   - B - Profile
   - C - Any other relevant views, e.g. appliances

4. Radiographs
   - A. Lateral skull tracing before and at relevant stages during the course of the treatment.
   - B. Radiographs or copies of radiographs thought necessary to diagnosis and to record any significant changes.
   - C. Radiographs should, if possible, be placed in plastic envelopes.

5. Models before and after treatment, should be presented. Candidates are strongly advised to produce the actual models as replicas of the original are unacceptable except in exceptional circumstances.

6. The patient’s name and address should be omitted from clinical case records.
APPENDIX III

PRESENTATION OF CASE HISTORIES

DECLARATION FORM

This statement should be separately addressed to the examinations secretary in a sealed envelope. It must not be enclosed with the clinical case histories.

Date of examination:

Candidate’s name:

Patient’s name:

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 confirmed that I have not plagiarised from any source.

Candidate’s name:

Candidate’s signature:

Date:
APPENDIX IV

FFDRCSI (Orthodontics)

Candidate & Patient Declaration

[This statement should be separately addressed to the examinations secretary in a sealed envelope. It must not be enclosed with the clinical case histories.]

Candidate’s Declaration:

Date of examination:

Patient’s name:

Patient’s date of birth:

I certify that I have personally carried out the treatment for the named patient above

Candidate’s name:

Candidate’s signature:

Patient’s Declaration:

I understand that the …………treatment documented is for use in the Fellowship Examination in ……………… and I agree for this to be submitted to the Royal College of Surgeons in Ireland. I understand that my /son’s /daughter’s case history may be uploaded to a secure webpage for scrutiny by examiners but that this information will never be in the public domain. In the unlikely event that the College needs to contact me regarding any particulars of my case I agree to the College contacting me directly and confidentially at the address below:

Patient’s name:

Patient’s signature:

Postal Address:

E-mail Address: