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

FFDRCSI (Paed Dent)

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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 Paediatric Dentistry.

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GENERAL REGULATIONS

1. The Specialist Fellowship Diploma of the Faculty of Dentistry, Royal College of Surgeons in Ireland, in Paediatric Dentistry - FFDRCSI (Paed Dent) - 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 U.K.) and who comply with the regulations.

2. The requirements to present for the examination in Paediatric Dentistry – FFDRCSI(Paed Dent) 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 training in Paediatric Dentistry in an institution or hospital acceptable to 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. 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 fee. 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 wish to make representations with regard to the conduct of the examination must address them to the Examinations Office of the Royal College of Surgeons in Ireland within one month of the examination and not in any circumstances to an examiner. Representations will then be dealt with in accordance with the agreed College policy.

8. The Specialist Fellowship Diploma in Paediatric Dentistry 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, 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 by submitting full details in writing at least three months before the closing date of the examination to the Chairman, Education Committee, Faculty of Dentistry, Royal College of Surgeons in Ireland, St. Stephen's Green, Dublin 2. A final decision will rest with the Board of the Faculty, Royal College of Surgeons in Ireland.

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

THE EXAMINATION

11. The Specialist Fellowship Diploma will test the candidate's understanding of diagnosis and treatment planning over a wide range of problems in Paediatric dentistry together with his/her expertise in carrying out Paediatric Dental treatment.

The examination shall consist of the following components:
(a) **Two three hour written papers**, on subjects outlined in the syllabus. The answers will be in the form of essays and/or short notes.

(b) **Case Presentations.** A 45 minute presentation/discussion of **four** cases treated personally by the candidate for whom there is a minimum follow up period of one year. The documentation for these cases will have been submitted in advance and should be prepared so as to illustrate a wide spectrum of paediatric dental care.

**Case I** should indicate comprehensive care of a child in the primary and/or mixed dentition stage of development. Appropriate pre and postoperative photographs, radiographs and models should be included. Treatment techniques used should be described in detail. The sequence of records should indicate successful management and treatment of the child.

**Case II** should be prepared in a manner similar to Case I for a child with a disability of a medical, intellectual, physical or multiple nature who is manifestly handicapped in relation to the delivery of dental care.

**Case III** should illustrate comprehensive care of a patient, either child or adolescent who has suffered dento-alveolar trauma. The sequence of records illustrated by photographs, radiographs and models as appropriate should indicate management and treatment success over a minimum period of follow up of 12 months.

**Case IV** should describe the management of a complex treatment problem in Paediatric dentistry including, ideally, aspects of advanced restorative and/or orthodontic treatment.

Each of the case histories must be written in English, typed and separately bound. A robust flat type A4 format with clear PVC pockets is recommended. Duplicate copies of each complete case history are required, one copy being submitted to the College at the time of making the application. The second being retained by the candidate for reference. Radiographs, photographs, transparencies and any other presentation aids should be provided where appropriate and these should be clearly described in the text. The originals should form part of the case history retained by the candidate. Radiographs should be of the highest quality. Bitewing radiographs should be of the appropriate size. There should be no overlapped contacts and the intra radicular area should be visible. Periapical radiographs must show the periapical area. All radiographs must be clear and neither under or overexposed.
Any Case where the radiographs do not meet the above criteria should not be used.

Each fully documented case history should give a brief description of the relevant history and the results following clinical examination and investigations adopted. The candidate should also give his/her assessment of the diagnostic features and discuss the treatment plan advised. Emphasis should be placed on the careful and complete assessment of the patient's needs in the light of all relevant circumstances. The candidate should refer to any further investigations and/or treatment which may be required and comment on any special difficulties which necessitated a modification of the initial treatment plan. Each case history should end with an appraisal of the outcome of the treatment together with a discussion of whether the objectives were fully achieved. Candidates should also indicate if the results provided useful lessons which might influence the management of similar problems in the future.

These cases will be discussed in depth and the duration of this part of the examination will be 45 minutes.

**Clinical case records should be accompanied by a signed statement from the accredited supervisors confirming the candidate's substantial involvement in the treatment of the selected cases [Appendix II]. In addition a signed statement by the clinician & consent from parents of patients to use their records should accompany documentation [Appendix III]. These statements should be separately addressed to the Education Committee in a sealed envelope. There should be no mention of the patients name in these records. 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.”

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.

Candidates failing the examination but passing the treatment case section will be exempt from this section for the following examination.

(c) **Simulated clinical exam** (1 hour)
   
   Each candidate will be presented with the records of three cases for diagnosis and treatment planning. Clinical photographs, study models and radiographs will be provided as necessary Candidates will be allowed ten minutes to examine each case followed by a ten minute oral examination on each case.

(d) **An oral examination** of 30 minutes (maximum). This oral examination may cover aspects of human diseases of relevance to Paediatric Dentistry along with other areas of the specialty, including discussion of the relevant literature.
THE PAEDIATRIC DENTISTRY CURRICULUM

3 YEAR FULLTIME SPECIALIST TRAINING PROGRAMME

CONTENT

Entry to Specialist Training

Entry to specialist training should follow a period of at least 2 years of general professional training and should be competitive.
The MFD/S or equivalent will normally be the minimum entry qualification.

Section A  Basic Biological Science Relevant to Paediatric Dentistry

Normal and abnormal growth and development
Anatomy and Physiology of the stomatognathic system
Principles of genetics
Cell Biology

Section B  Research, Audit and Quality Assurance

Research Methodology
Biostatistics
Audit and Quality Assurance
Expert Witness Reports

Section C  Health Education and Promotion and Epidemiology

Health Education and Promotion
Epidemiology, Survey Design

Section D  General Paediatrics and Children with Special Needs

General Paediatrics and Children with Special Needs.

Section F  Behavioural Science and Patient Management

General Behavioural Concepts
Behaviour management techniques for paediatric dentistry
Section G  Diagnosis and Treatment Planning for Children of each age group.

The Infant and Toddler
The 3-6 year old
The 6-12 year old
The over 12 years old and adolescent

Section H  Prevention of Oral Disease

Caries
Periodontal Disease

Section I  Oral Pathology in the Child

Oral Pathology in the Child

Section J  Restorative Techniques

Intra-coronal restorations
Extra-coronal restorations
Endodontic techniques
Periodontal Therapy
Dental Materials

Section K  Dental Traumatology

Diagnosis and management of soft tissue injuries
Diagnosis and management of dental and dento-alveolar injuries

Section L  Orthodontic Interface

Orthodontic Collaboration, Interceptive Orthodontics and Space Maintenance

Section M  Legislation and Ethics

Legislation and Ethics
Section N  Delivery of Care and Practice Management

Delivery of Care and Practice Management

Section O  Personal Development

Personal Development
Exam Title

Date

Examination Number

**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

FFDRCSI (Paediatric Dentistry)
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 III

FFDRCSI (Paediatric Dentistry)

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:

**Parents/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: