

**A  
Candidate  
Guide  
to  
MGD  
CAT 1 and CAT 2  
Examinations  
2015- 2017**

## **Membership in General Dentistry (MGD)**



**THE COLLEGE OF DENTAL SURGEONS OF HONG KONG**

Revision Date: 17 July 2015

# Information for MGD CAT 1 and CAT 2

## Examination Candidates (2015 – 2017 Diet)

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## **1. Introduction**

This document should be read alongside the “Guidelines for Accreditation and Training in General Dentistry” and “A Candidate Guide to MGD Training”, available at the CDSHK website: <http://www.cdshk.org/cgd>.

In brief, the MGD Credit Accumulation and Transfer (CAT) 1 and 2 Examinations are similar to the MGD Part II full examination except in the following areas:

1. Candidates taking the CAT 1 and CAT 2 Examinations are exempted from taking some taught modules compared to those taking the full examination.
2. CAT 1 and CAT 2 Examinations have different time lines in the application of examination, submission of training log and practice portfolio, and the date of clinic visitation.
3. Candidates cannot take the conjoint examination with RACDS.

## 2. Guidance on Examination and Assessment

### 2.1 Training Log

Please refer to details in “Section 5 - MGD Mentor Program” in “A Candidate Guide to MGD Training”. This can also be found in the website: <http://www.cdshk.org/cgd>. Table 1 shows the CAT 1 and CAT 2 program modules.

Table 1: CAT 1 and CAT 2 Program Modules

CAT 1	Supervised Dental Practice Program (SDP) Modules
CAT 2	Essentials of Dental Practice (EDP) Modules
	Supervised Dental Practice Program (SDP) Modules

### 2.2 CAT 1 and CAT 2 Examinations – Practice Related Competences

#### Section A – Taught Essentials of Dental Practice Modules

Completion of taught Essentials of Dental Practice Modules, delivered by accredited education program providers, must be based on the practice related competences as prescribed by CGD. Evidence of completion of these modules must be provided in the Training Log.

#### Section B – Practice Portfolio

Candidates are required to submit a Practice Portfolio which consists of information describing the candidates’ own practice in the following areas:

- Infection Control
- Staff Management
- Risk Management including Statutory Compliance
- Patient Education
- Radiography
- Clinical Record
- Management of Medical Emergencies
- Any other relevant areas

Candidates should limit the Portfolio to 2500 words and not more than a total number of 20 photos, diagrams, tables, etc. See Appendix A for reference.

**Notes:**

**Format:** Candidates are required to follow the standard format as required by CGD.

**Photos:** Candidates using the same photos taken at the same clinic are required to indicate with whom the photos are shared.

**Charts:** Candidates must give credit to the source of the charts adopted, such as from which dental books or with whom the charts are shared.

**Content:** Candidates plagiarising will lead to failure of examinations. COPY and PASTE is not allowed. See also Section 3.5 on plagiarism.

The candidate is required to spend the majority of his/her clinical hours in the six months prior to the date of Clinic Visitation.

## **Section C – Clinic Visitation and Unseen Viva Voce**

### **(1) Clinic Visitation**

A visit by two examiners to assess the candidate's practice, and conduct an oral examination based on the Practice Portfolio and general dentistry, including subjects that the candidate took in the taught modules. The visitation will last approximately 75 minutes. Further details will be announced.

### **(2) Unseen Viva Voce**

A viva voce examination on an unseen clinical case will be conducted. Each candidate will be examined by two examiners from CDSHK. The duration of the viva examination will be at least 20 minutes for each candidate.

### 3. Examination Regulations

#### 3.1 Schedule for MGD CAT 1 and CAT 2

Candidates must complete the application forms relevant to CAT 1 and CAT 2. All application forms can be accessed on the CDSHK web pages at [www.cdshk.org](http://www.cdshk.org). Candidates should pay attention to closing dates, see Table 2, and ensure that all information and fees are enclosed. The relevant fees payable are listed in Table 3. Incomplete or late applications will not be processed.

Table 2: Important Dates for MGD CAT 1 and CAT 2

September 2016	Submit Application Form and Fee
Early January 2017	Submit Training Log, Practice Portfolio
January - February 2017	Mock Clinic Visitation
Mid February 2017	Clinic Visitation
March - April 2017	CAT Diet Examination Result Announcement

Table 3: Candidates by Credit Accumulation and Transfer (CAT 1 and CAT 2) Fees Payable

<b>MGD by Credit Accumulation and Transfer (CAT 1)</b>	<b>HK\$</b>
Trainee Annual Subscription Fee 2015-2017 (\$1000.- per year x 3)	3,000
Composite Training Fee - CAT 1	13,800
<b>MGD CAT 1 Examination Fee</b>	<b>7,500</b>
Vetting Fee	20,000
Entrance Fee for New MGD Members (after passing the exam)	3,500
MGD Membership Annual Subscription Fee (after passing the exam)	1,000
<b>Total:</b>	<b>48,800</b>

<b>MGD by Credit Accumulation and Transfer (CAT 2)</b>	<b>HK\$</b>
Trainee Annual Subscription Fee 2015-2017 (\$1000.- per year x 3)	3,000
Composite Training Fee - CAT 2	22,200
<b>MGD CAT 2 Examination Fee</b>	<b>7,500</b>
Vetting Fee	20,000
Entrance Fee for New MGD Members (after passing the exam)	3,500
MGD Membership Annual Subscription Fee (after passing the exam)	1,000
<b>Total:</b>	<b>57,200</b>

### **3.2 Time Restrictions on Diploma Completion**

There are three criteria in the MGD Training Program to fulfill in a sequential manner before a trainee (non-CAT Diet) can apply to join the College of Dental Surgeons of Hong Kong as a Member in General Dentistry (MGD [CDSHK]). The criteria in sequential order are:

1. Achieving 80% attendance of the taught modules,
2. Passing the MGD Examination Part I, and
3. Passing the MGD Examination Part II.

An MGD trainee is expected to fulfill all three criteria in the order listed within one MGD Training Program, thereby completing the program. However, if a trainee fails to fulfill any one criterion, the Committee of General Dentistry (CGD) has decided that an MGD trainee can have up to three opportunities to fulfill the criterion over three consecutive MGD Training Programs<sup>1</sup> or upon the discontinuation of the MGD Training Program, whichever event occurs first. An MGD trainee's decision of not attending the taught modules or to sit for the MGD Examinations Part I or Part II when he/she is eligible to do so in a particular MGD Training Program will be counted as an opportunity used. If an MGD trainee fails to fulfill the same criterion after three opportunities, his/her MGD trainee status will be terminated.

The same principle applies to trainees enrolled on the CAT 1/2 Diet.

<sup>1</sup> Assuming that a new MGD Training Program is launched the year after completion of the previous MGD Training Program.

### **3.3 Failed Clinical Visitation**

Candidates who re-sit Clinic Visitation have to re-submit their Practice Portfolios.

The candidate may apply by writing to the CGD for special exemption with very strong supporting reasons why he/she should be given another chance. The CGD's decision is final.



### **3.4 Infringement of Regulations**

CDSHK may refuse to admit or to proceed with the assessment of 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.

There is no refund of the examination fee.

### **3.5 Plagiarism**

Plagiarism will be taken seriously. Turning in work from other dental colleague is a flagrant violation of the examination policy. Suspected plagiarism will be investigated and may incur serious consequences. Any cases of suspected plagiarism will be dealt with in the CGD.

### **3.6 Appeals**

Candidates can appeal according to the Council of CDSHK's appeal mechanism.

Candidates may not appeal against the academic judgment of the examiners.

However, appeals will be considered where a candidate believes that:

- There has been an error in the collation of marks.
- There has been an irregularity in the conduct of the examination.
- The College failed to take into account extenuating circumstances of which it had been informed prior to the examination.
- The College failed to make allowance for unusual examination conditions.
- Unlawful discrimination has occurred.
- Malpractice has occurred.

### **3.7 Withdrawals from an Examination**

A candidate who wishes to withdraw an application for admission to an examination must do so in writing, and will be refunded the fee less a 20% administrative charge provided that the withdrawal is received before the closing date of the examination, as listed in Information for Candidates.

A candidate who withdraws from the examination after the closing date, or who fails to attend the examination, for which the candidate has been accepted, will not normally be entitled to any refund of fee. The transfer of examination fees to future diets will only be granted under exceptional circumstances, such as on medical or compassionate grounds or other similar events that are beyond the candidate's control.

Requests for transfer of fees must be accompanied by a supporting letter from the candidate's general medical practitioner, postgraduate dental dean or a local tutor in order to be considered.

Failure to comply with the condition of the regulations, or failure to meet the eligibility requirements, will not be considered sufficient grounds for a refund.

### **3.8 Credit Accumulation and Transfer**

Candidates should refer to the relevant section of the Guidelines on Training and Accreditation of MGD at <http://www.cdshk.org/cgd>.

### **3.9 Appointment of Examiners**

CGD will set up a Working Group on Examination, which will:

- form an examiner and appeal panel,
- set the rules, regulations and logistics of the examinations, and
- establish a question bank and exam papers.

**Appendix A – Practice Portfolio**

**THE COLLEGE OF DENTAL SURGEONS OF HONG KONG**  
**DIPLOMA OF MEMBER IN GENERAL DENTISTRY EXAMINATION**  
**(MGD CDSHK)**

**PART II 2017**

**PRACTICE PORTFOLIO**

**Candidate Name**

**Dr. XXX**

Address:

xxxxxx

Phone: 1234 1234

E-mail: xxx@xxx.com

Practice website: xxx.com

1. What is your status / position in the practice?

2. How long have you been holding this position?

3. Please indicate the staff in your practice:

Other Dentist(s):

- Total number
- Are there any Specialists? (Please specify)

DSAs:

- Total number
- How many are qualified? (Please state qualifications)

Other staff:

- Total number
- Please specify each position.

4. Describe how you manage your practice with respect to the following:

- (a) Infection Control
- (b) Staff Management
- (c) Risk Management including Statutory Compliance
- (d) Patient Education
- (e) Radiography
- (f) Clinical Record
- (g) Management of Medical Emergencies
- (h) Any other relevant areas

***(Candidates should limit the Portfolio to 2500 words and not more than a total number of 20 photos, diagrams, tables, etc.)***

5. Please enclose three printed copies in A4 size paper, three copies of your name card and practice information booklet, and any other information which is routinely provided to your patients

Signed .....

Date: DD/MM/YYYY