

**A  
Candidate  
Guide  
to  
MGD  
Examination  
2015 ~ 2017**

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



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

# Information for MGD 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”, “A Candidate Guide to MGD Training” and "A Guideline for Accreditation and Training in General Dentistry" available at the CDSHK web pages at <http://www.cdshk.org/cgd>.

## **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>.

### **2.2 Part I Examination – Clinical Competences**

#### **Section A - Taught Clinical Practice Modules**

Completion of taught Clinical Practice Modules, delivered by accredited education program providers, must be based on the clinical competences as prescribed by the Committee of General Dentistry (CGD). Evidence of completion of these modules must be provided in the Training Log.

#### **Section B - Papers**

The examination will consist of Paper I – Multiple Choice Question (MCQ) paper comprising 60 questions of 90 minute duration; and Paper II – Short Answer Question (SAQ) paper comprising 15 questions of 120 minute duration. The papers will mainly be based on the MGD competence document, assessing knowledge and applied knowledge.

#### **Paper I - MCQ**

This includes different formats in Single Best Answer (SBA) form, and/or multiple short answer questions in Extending Matching Question (EMQ) form.

#### **Paper II - SAQ**

It consists of questions requiring short answers. Candidates are advised to provide answers either in full sentences or point form of appropriate length.

#### **Section C - Objective Structured Clinical Assessment (OSCA)**

The clinical examination will be in the form of Objective Structured Clinical Assessment (OSCA) comprising multiple stations. The stations are related to the clinical competences. The examination will be of approximately 90 minutes.

The OSCA component is aimed at assessing the candidate's skills, competencies, and application of knowledge. There will be around eight OSCA stations. At each station, the candidate will be asked to complete a practical task or a paper-based exercise that is linked to a discipline related to the clinical competences. Each station rotation will last eight minutes. There may be rest stations resulting in a circuit time of approximately 90 minutes.

### **Section D - Log of Clinical Experience (LCE)**

Candidates are required to submit four logged cases of clinical experience selected from, but not limited to, the following clinical disciplines and demonstrate the competence standards as prescribed by CGD.

- Management of Caries and Non-Caries Tooth Substance Loss
- Treatment of Pulpal Diseases
- Management of Periodontal Diseases
- Dental-alveolar Surgery and Therapeutics
- Fixed Prosthodontic Therapy
- Removable Prosthodontic Therapy
- Implant Therapy
- Aesthetic Dentistry
- Musculoskeletal and Occlusal Therapy
- Management of Toothwear
- Management of Traumatic Injuries
- Management of Pediatric Patients
- Special Needs Dentistry

No repetition in clinical competence is allowed. The logs are expected to demonstrate the breadth and depth of the candidate's clinical experience in General Dentistry. It is expected that each log will describe a short course of care or a single item of dental treatment. Each log should give a history and diagnosis, a description of the treatment provided, reasons for the choices made and comments on the treatment outcome.

A sufficient and appropriate pre-operative and post-operative documentation for the examiners to assess the clinical treatment outcome is required. It is expected that the candidate provides a holistic course of treatment. Do not write on the nominated competence only. The whole course of treatment should be described, but fewer details are required on items outside the nominated competence.

Candidates are suggested not to select a case which is far too simple for the MGD Examination. Insufficient documentation or choosing overly simple cases for examination purposes may lead to poor results. Written consent from the four patients for releasing his/her information to be used in the logged cases must be obtained.

The candidate should submit soft Microsoft Word version and two printed copies of the log in A4 size paper. Each log should be less than 1500 words and contain no more than 15 non-word images such as clinical photos, X-rays, chartings and tables.

Binding of the hard copies of each of the four LCEs should be in a robust, flat type A4 format book with clear PVC pockets in the following colours:

Case History 1 -	Red
Case History 2 -	Blue
Case History 3 -	Green
Case History 4 -	Black

The candidate's name and initials as well as address must NOT be shown on the material. Only the patient's initials, gender, date of birth should be shown.

Each case history should be accompanied by the following declaration signed and dated by the candidate and sealed in a separate envelope:

"I declare that the treatment of the case presented in this Case History is my own work except where otherwise indicated and I have obtained written consent from the patient treated in the log case."

## **2.3 Part II Examination – Practice Related Competences**

### **Section A - Taught Essentials of Dental Practice Modules**

The taught Essentials of Dental Practice Modules, delivered by accredited education program providers, must be based on 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 from 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 Logs of Clinical Experience. The visitation will last approximately 90 minutes. Further details will be announced.

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

### **Unseen viva voce for Conjoint MGD/MRACDS:**

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

### **Unseen viva voce for MGD only:**

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 exam will be at least 20 minutes for each candidate.



### 3. Examination Regulations

#### 3.1 Schedule for MGD

Candidates must complete the application forms relevant to Part I or Part II. 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 1, and ensure that all information and fees are enclosed. The relevant fees payable are listed in Table 2. Incomplete or late applications will not be processed.

Table 1: Important Dates for MGD Part I and Part II Examinations

<b>MGD Part I</b>	
July to August 2016	Submit Application Form and Fee
Early November 2016	Submit Training Log, Log of Clinical Experience
Early January 2017	Examination
<b>MGD Part II</b>	
May 2017	Submit Application Form and Fee
July 2017	Submit Training Log, Practice Portfolio
Mid August 2017	Clinic Visitation
Mid August 2017	MGD or Conjoint MRACDS Unseen Viva Voce Examination

Table 2: Candidates by Full Examination or Candidates by Full Examination+MRACDS  
Fees Payable

<b>Candidates by full Examination</b>	<b>HK\$</b>
Trainee Annual Subscription Fee 2015-2017 (\$1000.- per year x 3)	3,000
Composite Training Fee	48,000
<b>MGD Part I Exam Fee</b>	<b>12,500</b>
<b>MGD Part II Exam Fee</b>	<b>7,500</b>
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>75,500</b>

<b>Candidates by full Examination + MRACDS</b>	<b>HK\$</b>
Trainee Annual Subscription Fee 2015-2017 (\$1000.- per year x 3)	3,000
Composite Training fee	48,000
<b>MGD Part I Exam Fee</b>	<b>12,500</b>
<b>MGD Part II Exam Fee</b>	<b>7,500</b>
Entrance Fee for new MGD Members (New Admission)	3,500
MGD Membership Annual Subscription Fee	1,000
Conjoint Examination Workshop Fee	3,500
MRACDS & MGD Conjoint Examination Fee	25,000
RACDS Enrolment Fee (AUD\$595 x exchange rate 6.5 = \$3867.5)	3,868
MRACDS's Admission Fee (after passing the exam) (AUD\$291 x exchange rate 6.5 = \$1891.5)	1,892
RACDS Membership Annual Subscription Fee (after passing the exam) (AUD\$572 x exchange rate 6.5 = \$3718)	3,718
<b>Total:</b>	<b>113,478</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 not to attend 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 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 the Examination**

A candidate who wishes to withdraw an application for admission to an examination must do so in writing. The candidate 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 Accreditation and Training 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 the 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