

**A
Candidate's
Guide
to
MGD**

**Credit Accumulation and Transfer
(CAT)**

Examinations

2018- 2020

Membership in General Dentistry (MGD)



THE COLLEGE OF DENTAL SURGEONS OF HONG KONG

Information for MGD (CAT) Examination Candidates

(2018 - 2020 Diet)

Table of Contents

	Page
1. Introduction	1
2. Guidance on Examination and Assessment.....	2
2.1 Training Log.....	2
2.2 CAT Examinations – Practice Related Competences	2
Section A – Taught Essentials of Dental Practice Modules.....	2
Section B – Practice Portfolio	2
Section C – Clinic Visitation and Unseen Viva Voce	3
3. Examination Regulations	4
3.1 Schedule for MGD (CAT)	4
3.2 Time Restrictions on Diploma Completion	6
3.3 Failed Clinical Visitation.....	6
3.4 Infringement of Regulations.....	6
3.5 Plagiarism	7
3.6 Appeals	7
3.7 Withdrawals from an Examination.....	7
3.8 Credit Accumulation and Transfer.....	8
3.9 Appointment of Examiners.....	8
Appendix A – Practice Portfolio	9

1. Introduction

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

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

1. Candidates taking the CAT Examinations are exempted from taking some taught modules compared to those taking the full examination.
2. CAT Examinations may 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.
4. Candidates may be required to take the MGD Part I examination. For details of the Part I examination, please refer to “A Candidate’s Guide to MGD Examination”.
5. For more details of “Register of Transferable Credits”, please refer to Page 25 of the “Guidelines for Accreditation and Training in General Dentistry”.

2. Guidance on Examination and Assessment

2.1 Training Log

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

Table 1: CAT Program Modules

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

2.2 CAT 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 2,500 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)

Candidates must complete the application forms relevant to CAT. All application forms can be accessed on the CDSHK web pages at 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 2a: Important Dates for MGD (CAT) Part II Examination (Exempted Part I)

September to October 2019	Submit Application Form and Fee
February 2020	Mock Clinic Visitation
February 2020	Submit Training Log, Practice Portfolio
March 2020	Clinic Visitation + CDSHK Unseen Viva Voce Examination
April 2020	CAT Diet Examination Result Announcement

Table 2b: Important Dates for MGD (CAT) Part I and Part II Examination

MGD Part I	
July to August 2019	Submit Application Form and Fee
November 2019	Submit Training Log, Log of Clinical Experience (LCE)
January 2020	Examination
MGD Part II	
April to May 2020	Submit Application Form and Fee
July 2020	Submit Training Log, Practice Portfolio
August 2020	Clinic Visitation + Viva Voce Examination on LCE
August 2020	CDSHK Unseen Viva Voce Examination

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

MGD by Credit Accumulation and Transfer (CAT)	HK\$
¹ Trainee Subscription Fee	6,000
Composite Training Fee	28,000
MGD CAT Part I Examination Fee	12,500
MGD CAT Part II Examination Fee	7,500
Vetting Fee	20,000
² Entrance Fee for new MGD Members	6,000
² MGD Membership Annual Subscription Fee	2,000

¹*Subscription Fee for 2018-2020 diet, non-refundable and non-transferable*

²*Subjected to annual revision of CDSHK.*

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 Programs¹ 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 Diet.

¹ 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.

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)

MGD PART II 2020

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 2,500 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