Supplementary information

FCDSHK Intermediate Examination

In the Specialty of Family Dentistry

Part II

Year 2014

This document serves as a supplementary guide to candidates sitting for the 2014 examination, details of the regulation and requirement for the examination should be referred to the “Regulations relating to FCDSHK Intermediate Examination in the Specialty of Family Dentistry” available at the CDSHK web pages at http://www.cdshk.org
2014 Examination time table

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<th>Part II</th>
<th>Submit application form and fee before 15 August 2014</th>
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<tr>
<td>Part II</td>
<td>Submit evidence of clinical experience and CPD activities, practice portfolio, log case diaries by 15 Sept 2014</td>
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<td>Part II</td>
<td>Clinic Visitation, unseen case viva and general viva examination on 15 Oct 2014</td>
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Admission

Candidates should make sure that they have fulfilled the requirement to sit the examination according to the stipulated examination regulations.

CPD activities

Part II candidates should produce evidence of at least 200 hours of approved and verified CPD activities in the four years immediately prior to the date of the Part II Examination, these should be in forms of certified CPD certificates, CPD activities verified by trainers, official summary from accredited CPD administrators, etc.

Practice portfolio

The practice portfolio should include information describing the candidate's own practice; the following are some of the areas that can be included:

- Patient record archive system
- Occupational Health & Safety
- Practice design for special need
- Patient privacy
- Patient complaint management
- Staff Management
- Infection Control
- Risk Management including Statutory Compliance
- Patient Education
- Radiographic safety
Radiograph archive

Management of Medical Emergencies

Management of medical waste

Dental unit waterline treatment

Dental laboratory item management

Dental material and instrument inventory

Staff Training

Any other relevant areas

The portfolio should contain no more than 5000 words and no more than a total number of 30 photos, diagrams, tables, etc.

*A template for reference is attached in the appendix

Candidates should note that the portfolio is not an examination tool, it just form a framework for the examiners to look into during clinic visitation

Log case diary

Candidates should prepare the four log case diaries in the format as stated in the examination regulations, a soft copy in form of PDF file and two printed hard copy should be submitted. Each log diary should, excluding the appendices, contain no more than 5000 words.

Choosing the case

Candidates are reminded to choose their cases combination carefully; it is not prudent to have four cases which require similar treatment strategy. Multidisciplinary management is the key expectation in individual case, single disciplinary treatment of complex level would not impress examiner by any degree. Although there is no restriction on specialist referral for advanced procedures, candidates should choose cases requiring treatments appropriate to their skill level, and carry out the majority of the treatment plans on their own. Emphasis should be put on sound treatment planning based on appropriate clinical information and evidence based principles. Each case should have an expected treatment goal that candidates can achieve, or prove to the examiners that it can be achieved following the designed treatment plan.

Suggested content

1. Introduction

An introduction should be given about the type of case you have prepared, the main clinical challenge, the employed treatment strategies and the expected outcome, etc.
2. Chief Complaint
3. History of Present Complaint
4. Medical History
5. Dental History
6. Family and Social History
7. Clinical Examination
   - Extra-Oral Examination
   - Intra-Oral Examination
   - Occlusion Assessment, etc.
8. Special Investigation
9. Clinical Diagnosis
10. Treatment Objectives
11. Treatment Alternatives
12. Definitive Treatment Plan
   - Emergency Phase - Eliminate acute problems and symptoms.
   - Primary Phase - Eliminate active disease, disease stabilization.
   - Secondary Phase - Definitive treatments
   - Maintenance and Monitoring.
13. Treatment Records
14. Discussion
15. Appendices: including
   - Charts, indices, monitoring tools
   - Referral letters.
   - Laboratory prescriptions.
- Information to patient.
- Literature references

16. Consent & Declaration

- Patient consent on taking part in the examination
- Patient consent on treatments
- Candidate declaration

Clinical photos and radiographs should be relevant and of acceptable quality. For digital images, major editing to improve treatment outcome visually is not allowed. Treatment activities record should be accurate and concise, failed treatment item should not be omitted.

Clinic Visitation

Only candidates whose log case diaries have satisfied the examiners’ assessment are allowed to take part in the clinic visitation. Candidates would be informed of the details of the visit upon satisfactory acceptance of their case diaries, and this will be no later than 1 week before the actual clinic visitation.

The clinic visitation will take no more than two hours by two examiners. A tour of the practice premise will take place, assessment and questioning on different aspect of conduct of the practice will be made. Candidates are reminded to adjust their clinical activities to facilitate the assessment tour as no mark will be given to areas that the examiners are unable to access. The previously submitted practice portfolio would form a framework for further elaboration by the examiners.

This will then be followed by an oral examination on the four log cases that have been submitted by the candidates. Examiners will ask questions on different aspect on the four cases, including planning philosophy, techniques selection and treatment outcome, etc. Candidates are reminded to have the originals of all their clinical records available for inspection, radiographs mounted and displaced, models appropriately mounted on articulator, etc. It would be an advantage that originals of the clinical photos can be accessed on a computer screen for more detailed assessment.

Unseen Case Clinical Examination

One or more simulated clinical cases will be provided for diagnosis and treatment planning exercise. Information like history summary, clinical photos, radiographs, study models, investigation result will be available; candidates are allowed 30 minutes to reach a diagnosis and formulate an appropriate treatment plan. These are
cases that are encountered commonly in general dental practice and their management requires expertise appropriate to the level of candidates taking the examination. This will be followed by a 30 minutes viva voce on the simulated cases by two examiners. Candidates should note that the available information usually may not lead to a definite diagnosis or treatment plan, they can ask for more information to reach their conclusion. After all, it is how the candidate thinks to reach a conclusion rather than the conclusion itself that is emphasized by the viva voce. Candidates are expected to exhibit sound observational method and ability to describe clinical features, demonstrate diagnostic skills and formulate appropriate treatment strategies.

Advised technique:

- Collect information from available materials.
- List further information required.
- List possible treatment needs
- Make provisional treatment plan

General Oral Examination

Candidates will have a viva voce on any aspect of general dentistry of not more than 40 minutes by two examiners. Candidates may be shown slides, radiographs, a skull or items that might be encountered in dental practice. It should be noted that the oral examination aims to assess the breadth of a candidate’s knowledge on general dentistry, so quite a number of questions will be expected on different areas of the profession. Candidates are advised not to linger on a particular question if he/she has no idea on that particular one, since valuable time will be lost for other questions.
Appendix
Practice Portfolio Template

THE COLLEGE OF DENTAL SURGEONS OF HONG KONG

FCDSHK Intermediate Examination
in the Specialty of Family Dentistry

PART II EXAM 2014

PRACTICE PORTFOLIO

Candidate Name

Trainee No. (CDS-M0XXX)

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 held this position?

3. Please indicate the staff in your practice:
   - Other Dentist(s):
     - Total number
     - Any Specialists (please specify)
   - DSAs:
     - Total number
     - How many qualified (please state qualifications)
   - Other staffs:
     - Total number
     - Please specify each position

4. Describe how you manage your practice with respect to the followings:
   - Patient record archive system
   - Occupational Health & Safety
   - Practice design for special need
   - Patient privacy
   - Patient complaint management
   - Staff Management
   - Infection Control
   - Risk Management including Statutory Compliance
   - Patient Education
   - Radiographic safety
   - Radiograph archive
   - Management of Medical Emergencies
   - Management of medical waste
   - Dental treatment water
   - Dental laboratory item management
   - Dental material and instrument inventory
   - Staff Training
   - Any other relevant areas

Candidates should keep the Portfolio to no more than 5000 words and no more than a total number of 30 photos, diagrams, tables, etc. Please be obliged to put down the word count at the end of your portfolio.

If you are not the owner of the dental practice, please get the authorization from your employer (the owner of the practice) to conduct the Clinic Visitation.
5. Please submit your Practice Portfolio in PDF file and enclose 2 printed copies in A4 size paper. Please also include two copies of your name card and practice information booklet and any other information which is routinely provided for your patients.

Signed ..............................................

Date: DD/MM/YYYY