THE COLLEGE OF DENTAL SURGEONS

OF

HONG KONG

Regulations
Relating to
FCDSHK Exit Examination
In
The Specialty of Family Dentistry

2016
Exit Examination in the Specialty of Family Dentistry

Having completed the Higher Training to the satisfaction of the Supervisor and Specialty Board in Family Dentistry, the Trainee may apply to sit for the Exit Examination in the specialty of Family Dentistry.

1. Requirements for the Exit Fellowship Examination

To be eligible to apply for the Exit Examination and Assessment, the candidate must

- Be a fully registered dentist with the Dental Council of Hong Kong
- Be of good standing
- Possess the Diploma of Membership in General Dental Surgery (MGDSRCSEd) or an examination mounted by the College of Dental Surgeons of Hong Kong and be a Member of the College
- Have been engaged in the clinical practice of Family Dentistry for not less than two years and normally not more than ten years after the acquisition of the intermediate examination
- Have completed higher training as required and supervised by the College

2. Training Portfolio

The candidate shall submit a Training Portfolio for the Exit Examination. The Portfolio comprises four sections:

Section 1: Documentation
This comprises:
- A detailed curriculum vitae
- Evidence of continuing professional education as set out in the requirements
- Evidence of completion of higher training

Section 2: Clinical Excellence and Practice Report
- The candidate is required to submit a detailed illustrated log case report of a patient personally treated by the candidate, demonstrating the highest level of total patient care.
- The candidate is required to submit a clinical audit specific to the candidate’s practice, detailing the improvements achieved in the running of his/her dental practice.

Section 3: Academic Achievement and Output
Candidates at this level of their career should demonstrate their ability to acquire and assimilate information. They should also share their knowledge and experience with colleagues for the betterment of the profession.
This section of the assessment comprises:
- A written assignment on higher training modules.
- A practice-based research to support the implementation of evidence-based clinical practice.
- An account on the candidate’s contributions to the dental literature including peer reviewed journals, accepted texts, abstracts and exhibits, and contributions to continuing education activities of the College of Dental Surgeons of Hong Kong.

Section 4: Professional Development and Service to the Profession.
The candidate should provide:
- A detailed description of the candidate’s clinical activities
- A detailed account of the services to profession
- A report on the candidate’s professional development.

**Note:**
A soft Microsoft Word version and two hard copies of the Training Portfolio should be submitted. The Portfolio should be in A4 size and be bound according to the following specifications:
Section 1 and 4 should be bound together as one book; it should have a clear plastic front cover, a **RED** hard card back cover and be bound with a black spiral coil.
Section 2 should be bound together as a separate book; it should have a clear plastic front cover, a **GREEN** hard card back cover and be bound with a black spiral coil.
Section 3 should be bound together as a separate book; it should have a clear plastic front cover, a **BLUE** hard card back cover and be bound with a black spiral coil.
3. **Exit Examination and Assessment**
The examination has two components: Peer Review and Viva Voce

**Peer Review**
Upon receipt of the Portfolio, the College appointed examiners will examine the document to determine if the candidate has fulfilled the exit requirements and thus eligible to proceed to the Viva Voce. The four sections in the Portfolio carry equal weight and must separately pass the reviewing process.

**Viva Voce**
The examiners will conduct a viva voce with a view to determine if the candidate could be recommended to The College of Dental Surgeons of Hong Kong and Hong Kong Academy of Medicine for the award of the exit Fellowship.

The Viva Voce examination consists of four sections:

- **A.** Training Portfolio and Written Assignment
- **B.** Log Case Report
- **C.** Clinical Audit
- **D.** Practice-based Research

Oral examinations will be held on all of the above sections. Candidates would not be examined by their respective designated supervisor/trainer. Examiners may be invited from cognate specialty of an Academy or College abroad. All sections of the examination will be conducted in English.

Candidates will be graded as having passed or failed separately in the sections of Training Portfolio and Written Assignment; Clinical Audit; Practice-based research; and Log Case Report. A candidate who fails in not more than two sections of the examination may repeat that failed section(s) at a subsequent examination scheduled by the College. If the candidate fails the repeat examination or fails in more than two sections, a new diet of examination will have to be taken.

**A. Training Portfolio and Written Assignment**
This will be in the form of an oral examination of 30 to 60-minute duration based on the submitted Training Portfolio and Written Assignment. The candidate must submit his/her Portfolio four weeks prior to the Exit Examination date. Any part of the Portfolio may be questioned and discussed. The examiners also have the discretion to question the candidate in any areas relevant to the Specialist field of Family Dentistry.

The Written Assignment assesses the candidate’s knowledge of practice related competency at an advanced level. The candidate is required to present a written essay, approximately 2000 words in length, on a topic chosen by the candidate and approved by the Specialty Board of Family Dentistry.
B. **Log Case Report**

The candidate will be required to submit a detailed illustrated log case report of a patient personally treated by the candidate, demonstrating the highest level of total patient care. This will be in the form of a viva voce examination of 30 to 60-minute duration based on the Log Case Report.

The Log Case Report should be less than 5000 words. 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.

Written consent from the patient for releasing his/her information to be used in the log case must be obtained.

The Log Case Report 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 Log Case is my own work except where otherwise indicated and I have obtained written consents from the patient treated in the log case. I declare that the patient's treatment and the log diary presented have not been presented for any other examination. I also declare that all patient records presented are true records and have not been modified in any way."

All clinical records of the log cases including models should be made available on the day of the examination.

C. **Clinical Audit**

The candidate is required to present a clinical audit, on a topic chosen by the candidate and approved by the Specialty Board of Family Dentistry. This will be in the form of an oral examination of 30 to 60-minute duration based on the clinical audit.

It can be in types of Access Clinical Treatment Audit, such as waiting lists, waiting time after the scheduled appointment etc.; Process Audit, such as quality of laboratory work, quality of radiograph etc; Clinical Effectiveness and Outcome; Patient Care such as patient satisfaction, patient surveys, etc. The audit with at least 2 cycles must have been undertaken.

D. **Practice-based Research**

The candidate is required to present a practice-based research, on a topic chosen by the candidate and approved by the Specialty Board of Family Dentistry. This will be in the form of a viva voce examination of 30 to 60-minute duration based on the practice-based research.