

**The Royal College of Surgeons of Edinburgh
The Royal College of Surgeons of England
The Royal College of Physicians and Surgeons of Glasgow
The Royal College of Surgeons in Ireland**

**INTERCOLLEGIATE SPECIALTY FELLOWSHIP BOARD IN
DENTAL PUBLIC HEALTH**

**REGULATIONS AND GUIDANCE TO CANDIDATES
FOR
THE INTERCOLLEGIATE SPECIALTY FELLOWSHIP EXAMINATION
IN
DENTAL PUBLIC HEALTH
FDS (DPH)**

**JANUARY 2007
(Updated January 2012)
(Updated August 2013)**

Secretariat of the Intercollegiate Specialty Fellowship Board in
Dental Public Health

at

The Examinations and Assessment Unit
232 – 242 St Vincent Street, Glasgow, G2 5RJ
(Tel No. 0141 221 6072 Fax No. 0141 241 6222)

<http://www.rcpsg.ac.uk>

1. ELIGIBILITY

1.1 Before admission to the Examination, candidates must produce evidence satisfactory to the Joint Meeting of Dental Faculties:

- 1.1.1 of enrolment with the Specialist Advisory Committee in Dental Public Health under the JCPTD or the Advisory Committee in Dental Public Health under the ICSTD. (They will not be eligible to take the examination until 12 months before completion of their training although this will be interpreted flexibly to allow candidates the opportunity of attempting the examination in the two diets immediately before completion of their training);
- 1.1.2 of possessing an approved academic qualification in Dental Public Health;
- 1.1.3 of having completed, at the date of commencement of the examination, a minimum of three years specialty training in Dental Public Health where the above-mentioned academic qualification was obtained prior to entry to the formal higher training programme, or of having completed a minimum of four years specialty training where that period included the obtaining of academic qualifications;
- 1.1.4 of having written confirmation of satisfactory progress from the Training Programme Director.

2. ELIGIBILITY FOR THE AWARD OF THE DIPLOMA

Having passed the examination, the FDS (DPH) will not be awarded until the candidate has satisfactorily completed the Training Programme as confirmed by the Postgraduate Dental Dean/Director.

3. APPLICATION

Candidates should submit an application form by the published closing date for the diet of the examination they wish to sit. This is normally sixteen weeks before the examination. The current fee should accompany the application.

4. FORMAT AND SCOPE OF THE EXAMINATION

- 4.1 The examination will consist of three sections. Each section will be marked separately. To pass the whole examination, a candidate must pass all three sections. There will be no compensation between sections
- 4.2 Candidates may be examined in any subject area falling within the GDC-approved curriculum, which is available on the GDC website.

While no syllabus can be comprehensive, an attempt is made in paragraphs 5.1, 5.2 and 5.3 and the Critical Appraisal Syllabus to give an indication of the scope of enquiry in each section.
- 4.3 The detailed practical arrangements for the various sections may vary between examination diets.

5. COMPONENTS OF THE EXAMINATION

5.1 Desktop Exercise

- 5.1.1 This section of the Examination is designed to test not just factual knowledge but understanding, reasoning power, intellectual ability, attitudes, professional values and the candidate's ability to communicate.
- 5.1.2 It will be based on issues relevant to the practice of Dental Public Health such as: a described scenario where a Senior Clinical Post's input is requested; audit; or the development of practical tools for needs assessment.
- 5.1.3 The candidate will be instructed to spend no more than 1 hour reading the supplied material and making notes in order to discuss the subject matter with a pair of examiners during the following 1-hour viva. There will be four scenarios of two long and two short topics.

5.2 Section on the Management of Health Care Delivery

- 5.2.1 Candidates will submit a portfolio of no more than 15000 words comprising four projects reflecting their experience in dental public health and covering a wide spectrum of dental public health practice. The viva on this section will last 1 hour.

5.3 Section on Critical Appraisal

- 5.3.1 This will consist of a written examination lasting 2 hours. At the commencement of this section, candidates will be given reference material consisting of extracts from published research and other scientific publications, appropriate to the specialty of Dental Public Health, and a set of questions to which written answers are required.
- 5.3.2 The purpose of this section is to test the knowledge and skills required for evidence-based practice.
- 5.3.3 Candidates are referred to the Critical Appraisal Syllabus for a list of subject headings which define the scope of this section:

6. MISCONDUCT

- 6.1 Candidates shall not give or receive any assistance or communicate by any means with one another or any person, other than the invigilator(s) and examiner(s), at any time while an examination section is in progress. Any candidate acting in breach of this regulation or who is considered by the examiners to be guilty of behaviour prejudicial to the proper management and conduct of the examination may be suspended from the examination.
- 6.2 Candidates should not remove from the examination venue, or make copies of, any papers or examination materials.
- 6.3 Any candidate who infringes any of the regulations may be refused admission to, or may face expulsion from, the examination. All instances of misconduct are reported to the Chair of the Examination Board and the Lead Dean for the Intercollegiate Specialty Fellowship Examinations.

7. RE-SITTING

- 7.1 At their first sitting, candidates must attempt all three sections of the examination.
- 7.2 Passes obtained are 'permanent' and re-sitting is necessary only for sections that have been failed.
- 7.3 At subsequent sittings, candidates must attempt all sections which they have not passed at their previous attempt(s).
- 7.4 The fee for re-sitting one or two sections of the examination will be determined from time to time by the Specialty Fellowship Examinations Executive (SFEE).
- 7.5 A candidate must normally pass the whole examination within 2 years (whole time equivalent training) of his/her first attempt and will normally be allowed only three attempts at the examination. In exceptional circumstances a special case can be made to the Intercollegiate Specialty Fellowship Board in Dental Public Health by the relevant Training Programme Director, with the support of the relevant Postgraduate Dental Dean/Director, for one additional sitting by a candidate.

8. ANNOUNCEMENT OF RESULTS

- 8.1 The adjudication will normally take place at the end of the examination. Candidates will not, however, be notified of their results immediately. Instead, each candidate's results will be notified to him/her on the second working day after the examination; the first weekday after the examination being the first working day.

9. APPEALS

9.1 Appeals regulations apply to all Intercollegiate Specialty Fellowship Examinations and are published separately. An appeal can be made on the following grounds:

9.1.1 **Procedural defects or irregularities** in the conduct of the examination, including administrative error, which could have adversely affected a candidate's performance or the outcome of the examination.

9.1.2 **Exceptional personal circumstances**, such as illness or some other extenuating circumstance, which could have adversely affected a candidate's performance in the examination. Candidates are advised to submit details of any such circumstances as soon as possible, and no later than three working days after the examination, and not to wait until after they receive their results.

10 WITHDRAWAL FROM THE EXAMINATION

10.1 A candidate withdrawing from the examination must do so in writing.

10.2 The whole entrance fee may be returned when written notice is received prior to the examination closing date. Half of the entrance fee may be returned or transferred to a future examination, less a 20% administration charge, when the written notice is received not less than 21 days before the commencement of the examination. After that date, refund of the fee will not normally be made to a candidate who withdraws or fails to attend.

10.3 Withdrawal from the examination due to illness, accident or bereavement should be reported to the Examinations Administrator at RCPS Glasgow as early as possible. This can be done by telephone to 0141 221 6072 or by e-mail to isfe@rcpsg.ac.uk. Notification received by telephone must be confirmed in writing at a later stage. In the case of illness or accident, a medical certificate and a letter from the Training Programme Director should accompany the written notice of withdrawal. Each such notification must be submitted to the Examinations Administrator at RCPS Glasgow within 28 days following the date of the candidate's programmed examination date.

10.4 Any candidate withdrawing from the examination due to illness, accident or bereavement using the procedure above may receive a refund of the entrance fee, less a 20% administration charge.

10.5 A candidate who becomes ill or has an accident during the examination must inform the Chair of the Examination Board for that diet as soon as possible. On the advice of the Chair, the candidate may withdraw from the examination or the Chair may agree with the candidate how the candidate should proceed to complete the examination.

11 CONTACT DETAILS

11.1 The address for all communications:

Examinations Administrator

Intercollegiate Specialty Fellowship Examinations (Dental)

Royal College of Physicians and Surgeons of Glasgow

232 – 242 St Vincent Street

Glasgow G2 5RJ.

Telephone No: 0141 221 6072

e-mail: isfe@rcpsg.ac.uk.