

**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
ORAL MEDICINE**

**REGULATIONS AND GUIDANCE TO CANDIDATES
FOR
THE INTERCOLLEGIATE SPECIALTY FELLOWSHIP EXAMINATION IN
ORAL MEDICINE
FDS (OM)**

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

Secretariat of the Intercollegiate Specialty Fellowship Board in
Oral Medicine

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 relevant Specialist Advisory Committee for the Additional Dental Specialties under the JCPTD or with the Advisory Committee for the Additional Dental Specialties under the ICSTD;
 - 1.1.2 of having written confirmation of satisfactory progress from the Training Programme Director.
- 1.2 Candidates will not be eligible to take the examination until six months before completion of their training although this may be interpreted flexibly.

2. ELIGIBILITY FOR THE AWARD OF THE DIPLOMA

Having passed the examination, the FDS (OM) 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 ORAL MEDICINE 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 Clinical Section

- 5.1.1 The aim of this section is to assess the candidate's knowledge and understanding of diagnoses, treatment planning and patient management of those patients requiring treatment within the Consultant Oral Medicine Service.

This part of the examination will test the following attributes:

- The ability to interpret clinical symptoms and signs.
- The ability to gather and interpret data.
- The ability to formulate and execute rational treatment plans.
- The understanding of prognostic factors.
- The ability to defend or justify the chosen management options.

- 5.1.2 This will consist of a number of vivas, based on between 3 and 6 separate clinical scenarios which will be presented to the candidate immediately beforehand. Clinical scenarios will be composed of written clinical information, and may be supported by clinical photographs, radiographs etc. A mixture of short (10-minute) and long (20-minute) scenarios may be used. Candidates will be allowed a total of one hour on their own to assimilate the scenarios after which they will be questioned by a pair of examiners for a further hour. Questioning on each scenario will be led by a single examiner.

5.2 Section on the Management of Health Care Delivery

- 5.2.1 The aim of this section is to assess the candidate's knowledge and understanding of the management of health care delivery and its regulatory mechanisms and his/her readiness for a leadership role in a senior post.
- 5.2.2 This will consist of a number of vivas, based on three to six separate scenarios which will be presented to the candidate immediately beforehand. The scenarios will be composed of written information on a variety of topics (see Paragraph 5.2.3). A mixture of short (10-minute) and long (20-minute) scenarios may be used. Candidates will be allowed a total of up to one hour on their own to assimilate the scenarios after which they will be questioned by a pair of examiners for a further hour. Questioning on each scenario will be led by a single examiner.

5.2.3 A candidate may be examined on any of the following subject headings:

Health services management, administration and use of resources;
Evidence-based practice, clinical guidelines and outcomes;
Medico-legal responsibilities, jurisprudence and ethics;
Clinical effectiveness/clinical audit;
Appraisal/performance assessment/peer review;
Clinical risk management/complaints;
Teaching/training/assessment/continuing professional development;
Confidentiality/data protection/freedom of information.

5.2.4 It is acknowledged that the health care systems within the British Isles are structured differently, regulated differently and supported by different agencies. Candidates are expected to be familiar only with the structures, regulations and agencies that exist in the country where their training is based.

5.3 Section on Critical Appraisal

5.3.1 The purpose of this section is to test the knowledge and skills required for evidence-based practice.

5.3.2 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 Oral Medicine and a set of questions to which written answers are required.

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 of the Intercollegiate Specialty Fellowship Examinations.

7. RESITTING

- 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 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 Oral Medicine 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 not later than three working days after the examination, and not 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