

Intercollegiate Specialty Fellowship Examination in Oral Surgery

Application for Review of Eligibility for ISFE Oral Surgery Part B Examination

Application Process

Candidates wishing to sit the ISFE Oral Surgery Part B examination are required to submit a portfolio of training for assessment of their eligibility prior to applying for an examination diet. Portfolios must be submitted for consideration by the Board at least 6 weeks prior to the closing date for the examination diet they wish to sit.

Once the portfolio is received, the Board will review the documentation and determine whether the candidate meets the required level of experience to enter the examination.

Only if the candidate meets the eligibility criteria detailed in sections 2.2.1 and 2.2.3 of the Regulations, and training eligibility is confirmed by the Board will they be able to apply to sit the Part B examination. The decision of the Board will be final.

Content

In the submitted portfolio, candidates must provide evidence of completion of a minimum of 18 months' post-CCST extended development in the following domains of practice in relation to Oral Surgery:

- 1) Clinical skills and delivering a high-quality service;
- 2) Management/Leadership;
- 3) Research and innovation; and
- 4) Teaching, training and scholarship.

It is mandatory to demonstrate development in domains 1 and 2.

Appendix 1 provides further and guidance on the type of evidence required in relation to domains 1 and 2. Appendix 2 provides information on how the submitted portfolio of evidence will be assessed.

Format

The following template must be used for the submitted portfolio and character counts which include spaces should be adhered to and will be checked. Exceeding the character count means the document will be returned.

Submission

Completed portfolios must be emailed to isfeos@rcpsg.ac.uk at least 6 weeks prior to the closing date of the exam diet for which the candidate wishes to apply. Once the submitted portfolio has been assessed, candidates will be advised of the outcome and any next steps by the ISFE Secretariat.

**Application for Review of Eligibility for ISFE Oral Surgery Part B Examination
Portfolio of Training Submission**

Name:	
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Present Post

Grade:	
Hospital/Base:	

PERSONAL STATEMENT

Give up to four examples that summarise your achievements in the required domains of practice. It is mandatory to give at least one example from Domain 1 and one example from Domain 2 and the remaining 2 examples can be from any domain (1350 characters)

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JOB PLAN

Describe your job plan in the post-CCST period to date and give details of the activities for each session (1350 characters). Dates should be included. If you work less than full time, please state the whole-time equivalent against each post and its duration. Details provided in this section will be assessed in conjunction with Domain 1 below.

Post Held and Location	Date From	Date To
Session Commitments Description (e.g. Outpatient Clinics, local lists, sedation lists etc)	No. of Sessions	

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DOMAINS

DOMAIN 1: DEVELOPING CLINICAL SKILLS AND DELIVERING A HIGH-QUALITY SERVICE

Describe how you have further developed your independent practice, clinical skills and helped deliver clinical service in your post CCST period to date. (1350 characters) (See Appendix 1)

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DOMAIN 2: MANAGEMENT AND LEADERSHIP

Describe how you have further developed your management and leadership skills in your post-CCST period to date. This could be in the clinical or academic domains, but evidence should not be cited in duplicate across domains. (1350 characters) (See Appendix 1)

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DOMAIN 3: RESEARCH AND INNOVATION

Describe how you have further developed your research skills or portfolio (including the development of others) in your post-CCST period to date. This could include papers, presentations, prizes or markers of esteem, a degree by research, supervision of research students, submission or receipt of further competitive research funding. Please note there should be no duplication with domain 2 or 4. (1350 characters)

DOMAIN 4: TEACHING, TRAINING AND SCHOLARSHIP

Describe how you have further developed your undergraduate or postgraduate (includes Foundation through to StR) teaching and training skills or portfolio in your post-CCST period to date. This could include leading courses, developing new ones, reviewing (and redesigning) curricula, or other scholarly pursuits e.g. contribution to textbooks etc. Please note there should be no duplication with domain 2 or 3. (1350 characters)

APPLICANT DECLARATION

I have read the procedure document and accept that the decision of the Board in relation to eligibility for the examination is final. I confirm that to the best of my knowledge the information given on this form is a true statement of fact.

**Signature of
Applicant:**

Date:

APPENDIX 1

Domain 1 – Additional Detail

Independent practice is the ability to carry out clinical procedures and manage patient clinics and oral surgery operating lists, without significant consultant input, within the candidate's already established core competencies. This should include new and review out-patient clinics, out-patient surgical lists and general anaesthetic lists (day-case or in-patient). Candidates should be able to take responsibility for providing clinical cover and advice, as well as supervision of more junior staff. There should also be some evidence of skill development in more advanced levels of care. Examples include Dental Implantology, Facial Pain, Facial trauma, Orthognathic Surgery and development of subspecialty interests.

There is an expectation that the candidate will evidence progression towards independent clinical practice as a new Oral Surgery Consultant and will describe clinical activity requiring less support than during pre-CCST training.

Domain 2 – Additional Detail

Examples in this domain could include attendance at formal relevant training courses but also how candidates have experiential learning as a leader/manager through leading or managing projects or teams in either clinical or academic practice. Training courses alone cannot replicate/replace experiential learning of managing and leading projects or teams in real situations and sufficient detail should be provided to allow the level of ownership of the activity cited to be assessed.

APPENDIX 2

Assessment of Evidence

Each portfolio will be reviewed and assessed independently by two members of the ISFE Oral Surgery Board who will score each domain. Once scoring is complete it will be reviewed and approved by the Chair of the ISFE Oral Surgery Board. The Chair will also be responsible for conducting any arbitration (if required) and their decision on the outcome of the portfolio assessment will be final.

Scoring

The following scoring system will be applied to Domains 1 (including job plan) and 2:

Score 0 – No evidence provided

Score 1 – Evidence provided falls below the level required

Score 2 – Satisfactory Evidence provided

Score 3 – Evidence provided exceeds expected level

It is mandatory to provide satisfactory levels of evidence across Domains 1 and 2. A total of 12 marks are available for Domains 1 and 2 (2 markers x 3 marks x 2 domains). A score of 8 or greater is required across these two domains and cross compensation between these two domains is permitted.

The following scoring system will be applied to Domains 3 and 4:

Score 0 – No evidence provided

Score 1 – Minimal evidence provided

Score 2 – Reasonable Evidence provided

Score 3 – Evidence provided exceeds expected level

Some level of engagement in the activities described in Domain 3 and 4 is expected. A maximum total of 12 marks are available for Domains 3 and 4 (2 markers x 3 marks x 2 domains). A score of 4 or greater is required across these two domains and cross compensation between these two domains is permitted.

Candidates must score a minimum of 12 marks (8 for Domains 1/2 plus 4 for Domains 3/4) for their portfolio of evidence of experience to be accepted. Cross compensation between the Domains 1/2 and 3/4 will not be permitted.

Where a candidate's portfolio of evidence falls below the level required, feedback will be provided.