

INTERCOLLEGIATE SPECIALTY FELLOWSHIP BOARD IN DENTAL PUBLIC HEALTH

Desktop Exercise

Guidance on portfolio preparation

This document provides additional guidance to candidates which may be useful in the preparation of their portfolio for the ISFE in Dental Public Health. The portfolio is examined in the Desktop Exercise section.

The information below appears in the Regulations for this examination and outlines the expectations of the Examining Board:

Application

Candidates applying for the Part B examination will be required to submit a portfolio for the Desktop Exercise section of no more than 15,000 words comprising four projects reflecting their experience in Dental Public Health and covering a wide spectrum of Dental Public Health practice. Submission must normally be made 1 month before the examination.

Part B - Desktop Exercise

This will consist of eight scenarios. Four scenarios will be based on unseen cases each lasting a total of 20 minutes comprising 5 minutes' assimilation followed by a 15-minute structured oral examination where the candidate will be questioned by a pair of examiners. Four scenarios will be based on the candidate's submitted portfolio each lasting a total of 15 minutes comprising a structured oral examination where the candidate will be questioned by a pair of examiners.

Selection and presentation of the portfolio

You may find the following guidance useful in selection and presentation of the portfolio:

- Ensure the projects presented contain sufficient examples of original work, rather than reflections on the work undertaken
- Limit the amount of background information ('scene setting') presented to examiners in the introduction: this will enable further information on actual work undertaken to be included in the portfolio
- Provide sufficient illustration of your input to the projects and learning outcomes achieved
- Include examples of your own work or outcomes, for example, a paper or synopsis of a report produced
- Do not include references in the word count.

Advice on preparation

The skills being tested are use of the written word and the ability to present information in a concise format.

Whilst references are exempt from the word count, any original documents within the portfolio are included in the count. To avoid excessive use of space, any such documents may need to be edited - whole reports should not be added as appendices. This will still allow the examiners to gain an appreciation of the type of material you are happy to generate.

It must be stressed that there is no right or wrong format for the portfolio.

It may be that you include a project from the earlier part of your training programme as it was particularly good for developing essential competencies. Alternatively, projects may not necessarily have a positive outcome or even be complete. You may include in the portfolio those projects that illustrate the learning process and development of the competencies required to become a Consultant.

The examiners will receive a copy of the portfolio some weeks before the examination and will have had the opportunity to read the projects in detail.

Candidates are expected to:

- demonstrate an understanding of why the projects were carried out
- be able to defend the projects
- have some comment on the outcome with constructive criticism as to whether or not they would subsequently do things differently.

Ultimately it will be for the candidate to decide what to include in the portfolio, but it is suggested that you should also discuss this with your trainer to ensure the breadth and depth of training is demonstrated.

Submission of Portfolio

Candidates should normally submit the completed portfolio with their application form by the closing date for applications. However, if the portfolio is incomplete and the candidate is unable to submit it at the closing date, it must be submitted a minimum of 1 calendar month prior to the examination date.

[Link to full regulations document](#)