



Royal Australasian College  
of Dental Surgeons  
*Let knowledge conquer disease*

# Membership and Fellowship in Specialist Dental Practice **HANDBOOK**



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All documents and forms referred to in this Handbook are obtainable from the College web site ([www.racds.org](http://www.racds.org)) or from the College office.

## Definitions

|                                   |   |
|-----------------------------------|---|
| Enrolment                         | The process of signing up to participate in or undertake a specific College activity, including programs or examinations which may lead to the award of Fellowship or Membership. |
| Approved                          | A three-year specialist degree program accredited by the relevant Dental Council or registration authority  |
| Recognised                        | A qualification and/or experience recognised by the Dental Board of Australia or the Dental Council of New Zealand for specialist registration.                                   |
| Admission                         | The process by which candidates who have fulfilled the necessary requirements apply to be granted Fellowship or Membership.   |
| Election                          | The process by which the Board of Directors grants Fellowship or Membership to eligible candidates  |
| Post-nominal                      | Letters placed after the name of an individual to indicate election to Fellowship or Membership   |
| Memorandum of Understanding (MOU) | A formal agreement between selected International Colleges relating to Membership examinations.   |

## Purpose

This document sets out the specific requirements for candidates who are enrolled or considering enrolment with the Royal Australasian College of Dental Surgeons, for the award of Fellowship (FRACDS) and Membership (MRACDS) in a Specialist Dental Practice discipline.

## Introduction

### 1.1 Who are we?

The Royal Australasian College of Dental Surgeons provides the opportunity for dental study, training and qualifications, and continuing professional development through our Fellowship and Membership programs.

Membership and Fellowship begins from the moment you decide to aim for achievement by joining RACDS. Your RACDS qualifications demonstrate to patients that their practitioner is equipped with the knowledge and skills to practise clinical dentistry at the highest standards throughout their working life.

RACDS also offers accredited education and training in Oral and Maxillofacial Surgery for those dentists and doctors wishing to specialise in this discipline.

### 1.2 Qualifications

The qualifications awarded by examination by the Royal Australasian College of Dental Surgeons are:

- Membership in General Dental Practice – MRACDS(GDP)
- Membership in Primary Dental Sciences – MRACDS(PDS)
- Fellowship in General Dental Practice – FRACDS(GDP)
- Membership in Specialist Dental Practice (in a discipline) – MRACDS(SDP)

- Fellowship in Specialist Dental Practice (in a discipline) – FRACDS(SDP)
- Fellowship in Oral and Maxillofacial Surgery – FRACDS(OMS)

### 1.3 Definition of Membership & Fellowship

**Membership** in Specialist Dental Practice is granted in recognition of a candidate's standing as a specialist in their discipline and is achieved through completion of an examination (either solely with the College or conjointly with an International College and the College) or for graduates of approved Specialist qualifications in Australia or New Zealand, via the Qualifications Pathway.

Membership in Specialist Dental Practice is for those who have completed an accredited Specialist Program of study of at least 3-years (except for Dental Public Health) and that have, therefore, attained, or are eligible for, specialist registration.

*Competency* is based on demonstrated knowledge and clinical expertise commensurate with an Australian or New Zealand graduate of a structured specialist program in the relevant dental practice specialty or, in the case of Dental Public Health, a structured specialist program in Public Oral Health & Epidemiology, or equivalent as approved by the Board of Studies.

**Fellowship** in Specialist Dental Practice is recognition of proven peer proficiency and is seen as a continuation of learning and professional development in that discipline. Attainment of Membership in the relevant discipline is a prerequisite to undertaking the Fellowship examination. Fellowship is achieved through completion of the Fellowship program which comprises of a minimum five (5) year period of specialist practise following graduation from an approved postgraduate specialist training program and the Fellowship Examination. Fellowship may not be granted through application for prior recognition of qualifications or experience.

Fellowship in a Specialist Dental Practice discipline represents the successful assessment and peer review a level of proficiency such that the candidate will be expected to demonstrate advanced knowledge and clinical skill commensurate with an experienced specialist practitioner in the Specialist Dental Practice discipline.

### 1.4 Specialist Dental Practice Disciplines

The College offers Fellowship in eight disciplines and Membership in ten disciplines as listed:

- Dental Public Health
- Dental Surgery (Membership only)
- Dento-Maxillofacial Radiology (Membership via the Qualification's pathway only)
- Endodontics
- Oral Medicine
- Orthodontics
- Paediatric Dentistry
- Periodontics
- Prosthodontics
- Special Needs Dentistry

## 1.5 Registration

Fellowship and Membership with the College are **not** currently registrable qualifications in Australia and New- Zealand (except Fellowship in Oral and Maxillofacial Surgery). Candidates in other countries should seek advice from their relevant registering authority regarding the status of these qualifications.

## 1.6 Examination Calendar

Membership and Fellowship examinations are typically held once per year, in August. In addition, examinations are offered conjointly with other College's internationally.

Please refer to [www.racds.org/calendar](http://www.racds.org/calendar) for up-to-date dates and locations.

## 1.7 Fees, Forms and Certification Requirements

A schedule of fees and all forms are available from the [College website](#). Supporting documents must be certified according to the certification guidelines.

## 1.8 Contact Us

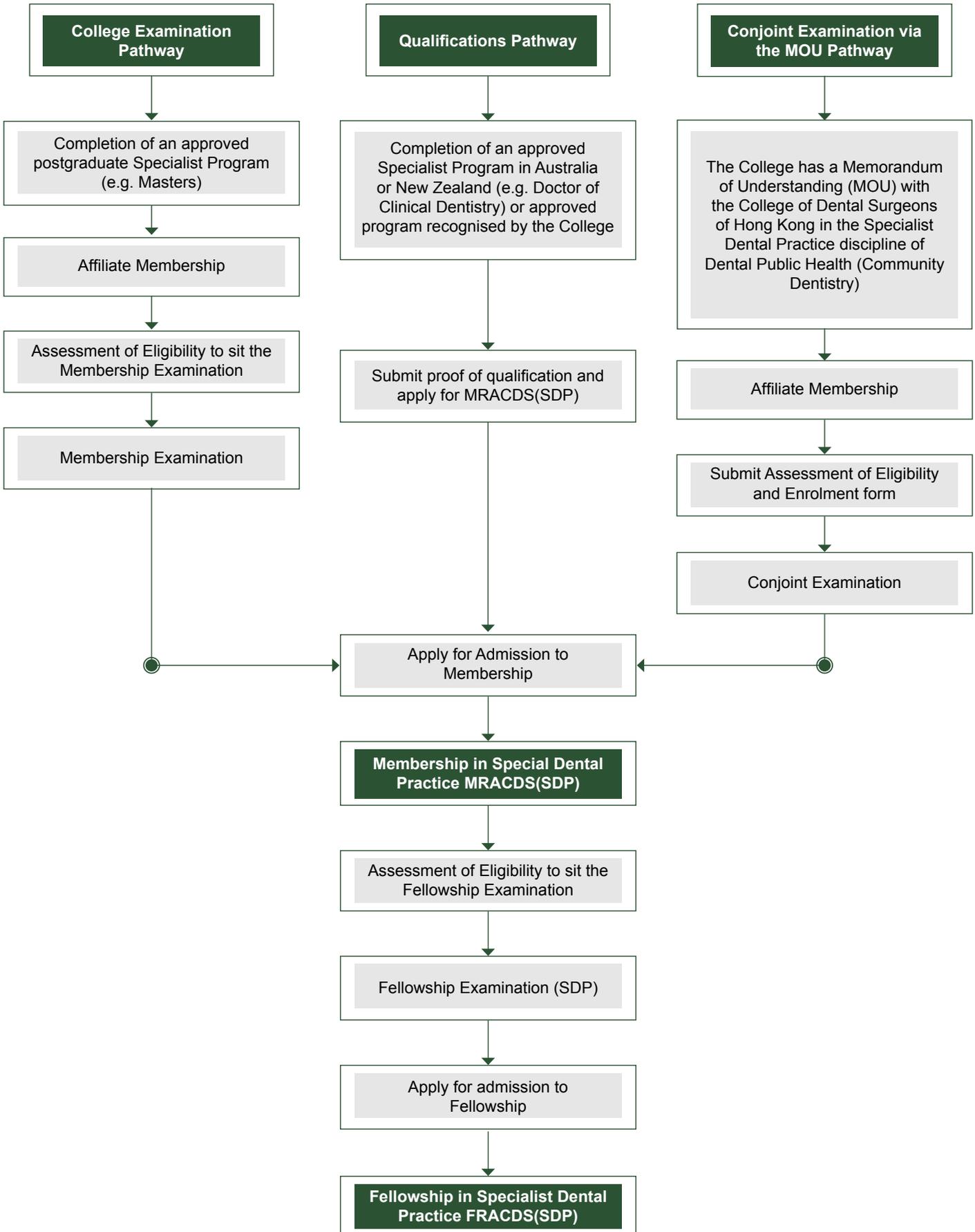
For all Specialist Dental Practice inquiries, please contact the College office:

Tel: +61 2 9262 6044  
1800 688 339

E-mail: [sdp@racds.org](mailto:sdp@racds.org)

Web: [www.racds.org](http://www.racds.org)

## SPECIALIST DENTAL PRACTICE PATHWAYS



## 2.2 Affiliate Membership

Being Affiliated with the College is the first step for a candidate wishing to pursue Fellowship or Membership in a Specialist Dental Practice discipline and provides candidates with access to college communications and online learning.

Applicants who do not already hold Membership or Fellowship in General Dental Practice, or an active Subscription (discontinued in April 2020), are required to apply for Affiliate Membership before enrolling in any College programs.

Candidates who hold a current and valid Subscription (prior to April 2020), will still be eligible to enrol in Specialist Dental Practice Examinations. If candidates wish to have their Subscription transferred to an Affiliate Membership, they should contact [info@racds.org](mailto:info@racds.org).

## 2.3 Assessment of Eligibility (AOE)

Candidates who intend to sit either the Fellowship Examination or the Membership Examination must first apply for assessment of their eligibility to sit the exam. AOE is specific to the examination in question. A fee is payable on application.

Candidates undertaking a conjoint examination (MOU Pathway) submit a combined assessment of eligibility and enrolment application in a single form and fee.

Candidates who believe they meet the Membership criteria (see section 3) should submit an application (including required documentary evidence), which will be considered by the Registrar (SDP) and/or Board of Studies. Processing time for applications is usually **8 weeks** provided all necessary documents have been submitted. Please factor this into your planning to submit an application & enrolment for the current examination year.

## 2.4 Enrolment and Case Reports

To sit an examination, eligible candidates are required to enrol and pay the full fee by the required date (See examination calendar for cut-off dates).

Enrolment is only valid for that examination sitting or program except under certain circumstances, as per the Special Consideration in Examination & Assessment Policy.

At the time of enrolment, candidates must also submit their case report/s or portfolio presentation (portfolio presentation applies to Dental Public Health Fellowship only) as stipulated in section 4 and section 5.

Case reports will be reviewed by examiners against the requirements in this Handbook. There are three potential outcomes:

1. **PASS** – If the case reports are assessed as of an acceptable standard, the candidate will be eligible to progress to the examination
2. **RESUBMIT** – If the case reports require minor amendments, the candidate may be asked to re-submit within a specified timeframe. On receipt of acceptable case reports the candidate will be eligible to progress to the examination. There is only ONE opportunity to resubmit before a FAIL result is determined.

3. **FAIL** – If the case reports are not of an adequate standard for progression to the written paper or viva voce component of the examination, the candidate will receive a FAIL result and will not be able to progress to the examination that year.

**CANDIDATES ARE ADVISED NOT TO BOOK TRAVEL TO SYDNEY (IF REQUIRED) UNTIL THEY RECEIVE A PASS RESULT FOR THEIR CASE REPORTS.**

Candidates who fail at the case reports stage can apply for a refund of the Enrolment fee minus an administration fee of 25%.

Candidates undertaking an examination through the MOU Pathway are not required to submit case reports to this College but should check with the University or international College hosting the examination.

If a candidate withdraws enrolment for an examination or fails to attend an examination, the fees paid may be refunded under certain circumstances as per the College’s Special Consideration in Examination and Assessment Policy.

If examinations are cancelled or postponed, the examination enrolment fee will be refunded in full. The College reserves the right to change the nominated examiners and to amend the timing and dates of examinations whenever conditions warrant. The College does not take any responsibility for any other costs incurred by the candidate.

## 2.5 English Language

The College does not set any specific requirements for demonstration of English language skills however it should be noted that all assessments are written and marked in English and that proficiency in English at a minimum level equivalent to 7.5 in all subjects in the IELTS (or a B in the OET) is expected of candidates in all assessments.

## 2.6 Membership Pathways

Membership in a Specialist Dental Practice discipline may be attained by candidates with appropriate qualifications and/or experience at the specialist level. There are three pathways to Membership:

|                                     |  |
|-------------------------------------|--|
| College Examination Pathway         | Completion of the College Membership Examination, a competency examination intended to assess competency in the relevant specialist dentistry discipline, for graduates of accredited programs which lead to specialist registration |
| Qualification Pathway               | Candidates must have completed a 3-year full-time program in their specialist dental practice discipline which was accredited by the Australian Dental Council (ADC) or the Dental Council of New Zealand (DCNZ).                    |
| Memorandum of Understanding Pathway | The College has an MOU with international Universities and College’s for Membership through a conjoint examination.  |

## 2.7 Fellowship Examination

The Fellowship Examination is a summative clinical and theoretical assessment set at an advanced level. The examination is designed to assess whether the candidate has the level of clinical maturity and expertise commensurate with that of a specialist dentist with a minimum of five (5) years specialist practice following the successful completion of a recognised postgraduate qualification, particularly in the areas of diagnosis, treatment planning and management.

## 2.8 Application for Admission to Membership or Fellowship

Candidates who have successfully completed the requirements for Fellowship or Membership must submit an Admission to Membership or Admission to Fellowship application and pay the applicable fee.

The Registrar (SDP) shall recommend to the Board of Directors the admission to Fellowship (FRACDS) or Membership (MRACDS) for those candidates who have successfully completed all parts of the Fellowship or Membership pathways in a Specialist Dental Practice discipline.

## 2.9 Election to Membership or Fellowship

Following successful admission to Fellowship or Membership, a candidate will be awarded a testamur certifying the examination passed or program completed.

## 2.10 Post-Nominals

A candidate who satisfies the relevant requirements and who is elected to Fellowship or Membership of the College may use the post-nominal descriptions as follows:

| Qualification                            | Discipline                    | Post-nominal    |
|--|-------------------------------|-----------------|
| Membership in Specialist Dental Practice | Dental Public Health          | MRACDS(DPH)     |
|  | Dental Surgery                | MRACDS          |
|  | Dento-Maxillofacial Radiology | MRACDS(DMFR)    |
|  | Endodontics                   | MRACDS(Endo)    |
|  | Oral Medicine                 | MRACDS(OralMed) |
|  | Orthodontics                  | MRACDS(Ortho)   |
|  | Paediatric Dentistry          | MRACDS(Paed)    |
|  | Periodontics                  | MRACDS(Perio)   |
|  | Prosthodontics                | MRACDS(Pros)    |
| Special Needs Dentistry                  | MRACDS(SND)                   |                 |

| Qualification                            | Discipline           | Post-nominal    |
|--|----------------------|-----------------|
| Fellowship in Specialist Dental Practice | Dental Public Health | FRACDS(DPH)     |
|  | Endodontics          | FRACDS(Endo)    |
|  | Oral Medicine        | FRACDS(OralMed) |
|  | Orthodontics         | FRACDS(Ortho)   |
|  | Paediatric Dentistry | FRACDS(Paed)    |
| Periodontics                             | FRACDS(Perio)        |                 |

|  |                         |              |
|--|-------------------------|--------------|
|  | Prosthodontics          | FRACDS(Pros) |
|  | Special Needs Dentistry | FRACDS(SND)  |

Attainment of Fellowship in a discipline precludes the use of the Membership post-nominal in the same discipline.

A Fellow in General Dental Practice, if admitted to Membership or Fellowship in a Specialist Dental Practice discipline, may in addition use the post-nominal relevant to the Specialist Dental Practice discipline.

In those cases when Membership and Fellowship are held in different disciplines, the Membership post-nominal precedes the Fellowship post-nominal.

References should be made to the College By-Laws available on the [College website here](#).

## Eligibility Requirements

### 3.1 Eligibility for the College Membership Examination

The College holds an annual Membership Examination. To be eligible, candidates (except in Dental Public Health) must meet the following:

Candidates must be undertaking (within 6 months of completion), or have previously completed, an approved program in their specialist dental practice discipline. An approved program for all specialities excluding Dental Public Health includes:

- a) A program that is a minimum of three (3) years full-time duration (or equivalent) and is accredited by the Australian Dental Council or the Dental Council of New Zealand
- b) A program outside Australia or New Zealand in a Specialist Dental Practice discipline that is a minimum of three (3) years full-time duration (or equivalent) and has accreditation from the appropriate regulatory authority for specialist registration in the country of practice. All applications where the qualification has been completed outside Australia or New Zealand and there is no specialist register, will be assessed on a case-by-case basis by the relevant Board of Studies.

Candidates may sit for the Membership Examination in a Specialist Dental Practice within 6 months of completion, or following completion of, an approved program or an equivalent course and qualification.

To be eligible, Dental Public Health candidates must meet the following:

Candidates must be undertaking (within 6 months of completion) or have previously completed a supervised training program of advanced training leading to the degree of Master or Doctorate in an approved program. Formal training shall have been under the supervision of a teaching authority approved by the College and shall have been designed to give knowledge and experience in all areas of study in the discipline of Dental Public Health. An approved program for Dental Public Health includes:

- a) A University program in the Specialist Dental Practice discipline of Dental Public Health which has accreditation by the Australian Dental Council or the Dental Council of New Zealand.
- b) A University program in the Specialist Dental Practice discipline from outside Australia or New Zealand which has accreditation for registration from the appropriate regulatory authority in the country of study.
- c) An appropriate combination of education and experience in the Specialist Dental Practice discipline as determined by the Board of Studies for Dental Public Health. Such as, a master or doctorate degree in dental public health or public health, and a period of experience in dental public health under supervision, for a total period of at least 3-years<sup>1</sup>.

All applications where the qualification has been completed outside of Australia or New Zealand will be assessed on a case-by-case basis by the Board of Studies for Dental Public Health.

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<sup>1</sup> A supervised period of experience in dental public health could consist of working in a government-funded dental service with experience in areas such as oral health promotion/prevention programs, epidemiological surveys, or working with high-risk groups.

Candidates may sit for the Membership Examination in a Specialist Dental Practice within 6 months of completion, or following completion of, an approved program or an equivalent course and qualification.

Candidates applying for assessment of eligibility to sit the Membership Examination must submit:

- MSDP02 – Assessment of Eligibility for Membership by Examination form and fee
- Certified copies of postgraduate qualification/s in the specialist discipline
- Certified evidence of accreditation of qualification or recognition as a specialist (not required for Australian/New Zealand qualifications) OR a declaration completed by a program director or equivalent if a candidate is within 6 months of completion\* of postgraduate education (see MSDP02 form).

If an application for assessment of eligibility is approved, the candidate will be invited to submit an enrolment application and case report/s as stipulated in section 5.

### **3.2 Eligibility for the Conjoint Examination (MOU Pathway) – College of Dental Surgeons of Hong Kong (CDSHK)**

The College has a Memorandum of Understanding (MOU) with the CDSHK in the Specialist Dental Practice discipline of Dental Public Health.

To be eligible for the conjoint examination with CDSHK, candidates must meet the following:

Candidates must be undertaking (within 6 months of completion), or have previously completed, an approved program in Dental Public Health. An approved program in Dental Public Health includes:

- a) A University program in the Specialist Dental Practice discipline of Dental Public Health which has accreditation by the Australian Dental Council or the Dental Council of New Zealand
- b) A University program in the Specialist Dental Practice discipline from outside Australia or New Zealand which has accreditation from the appropriate regulatory authority for registration in the country of study. All applications where the qualification has been completed outside of Australia or New Zealand will be assessed on a case-by-case basis by the Board of Studies for Dental Public Health.
- c) An appropriate combination of education and experience in the Specialist Dental Practice discipline as determined by the Board of Studies for Dental Public Health. Such as, a master or doctorate degree in dental public health or public health, and a period of experience in dental public health under supervision, for a total period of at least 3-years<sup>2</sup>.

Candidates submitting an enrolment for the conjoint Membership Examination must submit:

- MSDP03– Assessment of Eligibility and Enrolment for a Conjoint Membership Examination form and fee
- Certified copies of postgraduate qualification/s in the specialist discipline
- Certified evidence of accreditation of qualification or recognition as a specialist (not required for Australian/New Zealand qualifications) OR a declaration completed by a program director

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<sup>2</sup> A supervised period of experience in dental public health could consist of working in a government-funded dental service with experience in areas such as oral health promotion/prevention programs, epidemiological surveys, or working with high-risk groups.

or equivalent if a candidate within 6 months of completion of postgraduate education (see MSDP03 form).

### 3.3 Eligibility for the Qualifications Pathway

Candidates seeking to apply for Membership (MRACDS) in a specialist discipline without further examination using the Qualifications Pathway must have either:

- a. Completed a 3-year full-time program (or equivalent) in their specialist dental practice discipline which was accredited by the Australian Dental Council (ADC) or the Dental Council of New Zealand (DCNZ).
- b. Completed a program in Dental Public Health which was accredited by the ADC or the DCNZ.
- c. Passed the MBRU/RACDS conjoint examination and graduated from the Master of Science in Periodontology from Mohammed Bin Rashid University of Medicine and Health Sciences, that was at least 3-years in duration full-time (or equivalent) and was accredited by the Commission for Academic Accreditation (CAA) – Ministry of Education – United Arab Emirates.<sup>3</sup>
- d. Attained full and unconditional Specialist Dental registration with the Dental Board of Australia or the Dental Council of New Zealand.

Following completion of the required program, candidates can submit an application to have their qualifications assessed. Once accepted, candidates will be invited to submit an admission to membership application.

### 3.4 Award of Membership in Specialist Dental Practice

For those candidates who are in the process of completing an approved program, Membership in that Specialist Dental Practice discipline shall not be awarded until the College receives formal advice from the program director at the University that all components of the university degree program have been successfully completed. This must occur within 12 months of the candidate sitting the College or Conjoint Membership Examination or eligibility for the award of Membership in that Specialist Dental Practice discipline will lapse.

For Dental Public Health Candidates who have successfully passed the Membership Examination, Membership shall not be awarded until the College receives formal advice that the candidate is registerable as a specialist by the regulatory authority in their country of practice.

### 3.5 Eligibility for Fellowship Examination (all except Dental Public Health)

Candidates for the award of Fellowship (FRACDS) in a Specialist Dental Practice discipline are required to:

- hold Membership (MRACDS) in their Specialist Dental Practice discipline
- have completed at least five (5) years of specialist experience following a specialist postgraduate program of study

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<sup>3</sup> New graduates of approved programs from the Mohammed Bin Rashid University of Medicine and Health Sciences from the year 2022 only. Graduates of this program who successfully pass the conjoint examination, will be required to submit proof of Specialist Registration in the United Arab Emirates with their application.

Following completion of the required specialist experience candidates may apply to the College for assessment of eligibility for the Fellowship Examination. Candidates for all speciality disciplines (except Dental Public Health) must submit the following information:

- FSDP01 – Assessment of Eligibility to sit the Fellowship Examination form with fee
- A full, current CV
- A Clinical Logbook relating to their Specialist experience, for approval by the Board of Studies.

All documentation must be certified as per the guidelines of the College. The Clinical Logbook should include:

- A logbook summary for period of specialist experience
- Certified Evidence of Continuing Professional Development
- Summary of lectures and presentations delivered
- Research and publications
- Professional and community service
- Administrative responsibilities

If an application for assessment of eligibility is approved, the candidate will be invited to submit an enrolment application and case reports as stipulated in section 5.

### **3.6 Eligibility for Fellowship Examination (Dental Public Health)**

Candidates holding Membership in the Dental Public Health discipline who have completed at least five (5) years of specialist experience may apply to the College for eligibility for the Fellowship Examination. Candidates applying for assessment of eligibility to sit the Fellowship Examination in Dental Public Health must submit:

- FSDP01 – Assessment of Eligibility to sit the Fellowship Examination form with fee
- A full, current CV

If an application for assessment of eligibility is approved, the candidate will be invited to submit an enrolment application and submit a portfolio presentation as stipulated in section 5.

## **Examination Guidelines and Requirements**

### **4.1 Membership Guidelines**

- Each candidate will have had their postgraduate qualification/s and relevant professional specialist registration assessed and will have satisfied the criteria for eligibility to present for the Membership Examination.
- The candidate should have a broad and deep theoretical knowledge of all aspects of the specialty practice discipline, including a wide knowledge and understanding of the current literature in the specialty practice discipline.
- The candidate should demonstrate expertise commensurate with that of a specialist dentist upon completion of a 3-year full-time (or part-time equivalent) program. Candidates must be able to demonstrate maturity in clinical judgement commensurate with that of a specialist dentist particularly in the areas of diagnosis, treatment planning and management of patients within the specialty practice discipline.

- Section 5 of this Handbook lists the areas of study of each specialty practice discipline and the levels of knowledge required. It would be difficult to cover all areas in the examination, but the areas of study are a useful guide for topics which may be examined.
- Each candidate will present case reports as detailed in this Handbook, or as required in a conjoint examination.
- Assessment of candidates will contain:
  - a) A written examination paper
  - b) A viva voce examination based on unseen case/s
  - c) A viva voce examination based on case report/s
  - d) A viva voce examination based on the chosen specialty and general discussion
- A candidate must achieve a pass in each section of the examination to be awarded a pass overall. If an overall pass is not achieved, all parts of the examination must be attempted at any subsequent re-presentation.
- Examiners must agree that during the examination the candidate has demonstrated the required attributes.

## 4.2 Fellowship Guidelines

- The candidate should have a broad and deep theoretical knowledge with clinical application in all aspects of the specialty practice discipline.
- The candidate should demonstrate clinical maturity and expertise commensurate with that of a specialist dentist with five (5) years of specialist practice following the successful completion of a recognised post-graduate qualification, particularly in the areas of diagnosis, treatment planning and management.
- Section 5 of this Handbook lists the areas of study of each specialty practice discipline and the levels of knowledge required. It would be difficult to cover all areas in the Examination, but the areas of study are a useful guide for topics which may be examined.
- Each candidate will present a Clinical Logbook as detailed in section 5 (except Dental Public Health).
- Assessment of candidates will be by peer review of case reports (or a portfolio presentation in the case of Dental Public Health) with a viva voce examination.
- The examination for the FRACDS(SDP) will assess whether the candidate has the level of clinical maturity and expertise commensurate with that of a specialist dentist with a minimum of five (5) years specialist practice and will be set at an advanced level such that the candidate will be expected to demonstrate independent clinical acumen and experience above that which has been achieved during their approved specialist training program.
- A wide knowledge and understanding of the current international literature in the discipline is expected.

### 4.3 Marking Guidelines

A closed marking system is used. This criterion applies to both the College Fellowship and Membership examinations and is as follows:

- Pass
- Fail

To achieve a pass, a candidate will show a good level of overall performance and have fulfilled most of the following performance indicators to a satisfactory level:

- have adequate content
- have a competent understanding and appreciation of the main issues possibly with some lapses
- show logical thinking
- put forward clearly developed arguments; generally well prepared and presented
- have satisfactory communication skills: written and/or oral
- adequate decision-making skills
- show solid evidence of comprehension and application with some analysis
- be able to justify most approaches well.

A candidate will fail if their performance is unsatisfactory in most aspects and does not meet half the performance indicators.

### 4.4 Mentors

The Boards of Studies recommend that candidates for Fellowship seek mentorship from a senior clinician who is an active member of the relevant specialist society or academy in that Specialist Dental Practice discipline or in the case of Dental Public Health, from a senior Dental Public Health specialist.

The College does not provide a mentor for candidates undertaking Specialist Dental Practice examinations.

### 4.5 Guidelines for Mentors

Members of the relevant specialist academy or society in that Specialist Dental Practice discipline who are invited as mentors by a candidate may:

- Provide feedback to the candidate regarding the organisation and development of a selection of patients with a broad range of specialist conditions managed in preparation for the peer review and assessment.
- Senior Dental Public Health specialists who are invited to be mentors of a candidate may provide feedback to the candidate regarding the organisation and development of their presentation in preparation for the examination.
- Meet with the candidate on a regular basis.

### 4.6 Requirements for Case Reports (All except Dental Public Health)

***These requirements apply to both the College Fellowship Examinations and Membership Examinations.***

Candidates for Membership Examinations may present cases commenced during their postgraduate specialist degree program. Candidates for Fellowship Examinations must present cases which were commenced **following** completion of their postgraduate specialist degree program.

Candidates who submit cases which do not meet the requirements outlined in this section and in section 5 will be given one opportunity to RESUBMIT. If, on resubmission, the case reports are still inadequate, candidates will not be permitted to progress to the examination.

Each case report must:

- Not exceed five (5) pages in length, excluding the reference list. The 5-page limit excludes clinical charting, radiographs, photographs, laboratory reports and any other illustrative material pertinent to the case.
- Include supportive material (clinical charting, radiographs, photographs, laboratory reports and any other illustrative material pertinent to the case) placed at the end of the case report (after the reference list).
- All clinical charting, radiographs, photographs, laboratory reports and any other illustrative material pertinent to the case should be de-identified.
- Detail the role of the candidate in the management of the patient.
- Be presented in narrative form using paragraphs and free of typographical and grammatical errors.
- Be Calibri style font, size 12 (excluding copies of chartings and clinical photographs) with 1.5 spacing between lines, justified on both left and right sides of the page.
- Include sequenced page numbers.
- Be submitted to the College via email in Adobe® PDF format along with enrolment application by the enrolment deadline.
- Use Vancouver style of referencing (see <http://www.ICMJE.org/>) and be cited using superscript Arabic numerals in the order in which they appear. The reference list should not exceed 30 references and may be presented in 10-font.
- Ensure all treatment performed is summarised in narrative form. An appointment log (procedures performed by appointment) is not required; however, acknowledgement where treatment has been performed by other clinicians is to be included. The discussion should include specific reference to the relevant literature.
- Demonstrate treatment which is carried out within a maximum of five (5) years prior to the examination date.
- Each case report must include:
  - **PRE-TREATMENT**
    - Pre-treatment dental and medical history
    - Clinical findings on initial presentation
    - Results of investigations
    - Pre-treatment clinical photographs, models and radiographs as appropriate

- **TREATMENT**
  - Diagnosis
  - Treatment plan
  - Treatment phase records including clinical photographs, models and radiographs as appropriate
  
- **POST-TREATMENT**
  - Post treatment assessment and prognosis including clinical photographs, models and radiographs as appropriate (ideally a minimum of six months)
  - Prognosis and maintenance
  - Brief discussion supported by the literature

It is in the best interest of the candidate to select cases that demonstrate the breadth and range of their clinical experience and their specialty. Specific areas of study for case reports are set out in section 5 per specialty.

Candidates submitting case reports for the Fellowship Examination require demonstration of academic and clinical expertise commensurate with that of a specialist dentist in independent practice for a minimum of five (5) years, particularly in the areas of diagnosis, treatment planning and management of specialist dental patients. A wide knowledge and understanding of the current literature is expected. Skills assessed include written and oral communication, decision making, and critical thinking. Comprehensive content supported by a clear understanding and appreciation of the issues is expected with well organised and sustained arguments.

Candidates are encouraged to seek mentoring from a specialist in their Specialist Dental Practice discipline in the preparation and documentation of their case reports. Refer to page 24 for more information on Mentors in the SDP program.

## 4.7 Requirements for Case Reports (Dental Public Health Only)

***These requirements apply to the DPH Membership Examination only.***

Candidates who submit a case which does not meet the requirements outlined in this section and in section 5 will be given one opportunity to RESUBMIT. If, on resubmission, the case report is still inadequate, candidates will not be permitted to progress to the examination.

The purpose of this component of the examination process is to demonstrate an understanding of issues and complexities related to a project either undertaken for the purposes of oral health research or as a current/planned public health activity with the goal of improving community oral health.

The candidate is required to submit a case report on the project in the field of public dental health which he/she:

- has conducted or
- has extensive knowledge of, or
- is available in the literature to the level that it can be fully critiqued.

The project might be related to, for example, oral health promotion, health education, a public health activity, a population-based survey, or an ongoing/proposed dental health service.

**The case report must:**

- Be 8-10 pages in length, excluding the reference list. The paged count excludes clinical charting, radiographs, photographs, laboratory reports and any other illustrative material pertinent to the case.
- Include supportive material where relevant (clinical charting, radiographs, photographs, laboratory reports and any other illustrative material pertinent to the case) placed at the end of the case report (after the reference list).
- All clinical charting, radiographs, photographs, laboratory reports and any other illustrative material pertinent to the case should be de-identified.
- Be presented in narrative form using paragraphs and free of typographical and grammatical errors.
- Be Calibri style font, size 12 (excluding copies of chartings and clinical photographs) with 1.5 spacing between lines, justified on both left and right sides of the page.
- Include sequenced page numbers.
- Be submitted to the College via e-mail in Adobe® PDF format with the enrolment application form by the enrolment deadline.
- Use Vancouver style of referencing (see <http://www.ICMJE.org/>) and be cited using superscript Arabic numerals in the order in which they appear. The reference list should not exceed 30 references and may be presented in 10-font.
- Demonstrate an activity which is carried out within a maximum of five (5) years prior to the examination date.

#### 4.8 Process for case reports

- Case reports submitted to the College by 1<sup>st</sup> June along with enrolment form
- Enrolment form processed by the College and fee taken
- Case reports progressed to examiners for review against this Handbook

There are three potential outcomes:

- 1) **PASS** – If the case reports are assessed as of an acceptable standard, the candidate will be eligible to progress to the examination
- 2) **RESUBMIT** – If the case reports require minor amendments, the candidate may be asked to re-submit within a specified timeframe. On receipt of acceptable case reports the candidate will be eligible to progress to the examination. There is only ONE opportunity to resubmit before a FAIL result is determined.
- 3) **FAIL** – If the case reports are not of an adequate standard for progression to the written paper or viva voce component of the examination, the candidate will receive a FAIL result and will not be able to progress to the examination that year.

**CANDIDATES ARE ADVISED NOT TO BOOK TRAVEL TO SYDNEY UNTIL THEY RECEIVE A PASS RESULT FOR THEIR CASE REPORTS.**

If a **FAIL** result for case reports is determined, candidates can apply for a refund of the enrolment fee minus 25%.

## 4.9 Requirements for Portfolio Presentation (Dental Public Health Only)

*These requirements apply to the DPH Fellowship Examination only.*

- The portfolio presentation should not exceed twenty (20) pages of typing in total (excluding appendices and photographs but including presentation of work experience and/or case studies in the discipline).
- The portfolio presentation should ideally include evidence to support the claims made in the portfolio presentation e.g. published articles etc.
- The portfolio presentation should use Vancouver style of referencing (see <http://www.ICMJE.org/>) and be cited using superscript Arabic numerals in the order in which they appear. The reference list should not exceed 30 references and may be presented in 10-font.
- The portfolio presentation should be Calibri style font, size 12 (excluding copies of any chartings and clinical photographs) with 1.5 spacing between lines, justified on both left and right sides of the page.
- Candidates must present portfolio presentations that have been commenced following completion of an approved program.
- The portfolio presentation should be submitted to the College via e-mail in Adobe® PDF format along with the enrolment application form by the enrolment deadline.

## Examination Format and Content by Specialty

### 5.1 Introduction

The College Fellowship and Membership programs in Specialist Dental Practice disciplines are intended for self-motivated, independent candidates and are based around the principles of adult learning. These include the concepts that adult learning is problem-centred and experience-based, a focus on the relevancy of topics, and the responsibility of the student for the overall planning and evaluation of their own learning.

| Competency  | Proficiency   |
|---|---|
| Candidates for the Membership Examination are assessed at a level equivalent to that of a recent graduate from a Specialist Dental Practice postgraduate qualification. | Candidates for the Fellowship Examination are expected to have clinical maturity and expertise commensurate with that of a specialist dentist with a minimum of give (5) years specialist/restricted practice, particularly in the areas of diagnoses, treatment planning and management. |

The following prescribes the areas of study in which candidates for the Membership Examination should be competent and candidates for the Fellowship Examination should be proficient. In addition

to this list, candidates should also be familiar with the 'Entry-Level Competencies for the Dental Specialities' document published on 1 July 2016 by the Dental Board of Australia in consultation with the Dental Council of New Zealand.

A wide knowledge and understanding of the current international literature in the Specialist Dental Practice discipline is expected at both Fellowship and Membership level.

The College provides guidelines and resources within this document for candidates intending to undertake an examination, however it is expected that candidates will develop a structured learning plan according to their own interests and timeframe as well as seeking out further resources as needed. Such resources may include written material such as textbooks and journals as well as collaboration with colleagues and mentors.

Candidates in **all** Specialist Dental Practice disciplines at both Fellowship and Membership level are required to have adequate knowledge with the ability to apply this knowledge in the following areas:

- Local anaesthesia and sedation
- Pharmacology and therapeutics
- Research methodology, design and biostatistics
- Diagnostic dento/maxillo-facial radiology
- Management of medical emergencies in dental practice
- Dento-legal reporting
- Embryology and developmental defects affecting the teeth
- Infection control in dental practice
- Cultural awareness.

## 5.2 Dental Public Health

### Areas of Study

The following prescribes the areas of study in which candidates for the Membership Examination should be competent and candidates for the Fellowship Examination should be proficient. In addition to this list, candidates should also be familiar with the 'Entry-Level Competencies for the Dental Specialities' document published on 1 July 2016 by the Dental Board of Australia in consultation with the Dental Council of New Zealand.

### General Areas

Candidates should have knowledge and experience with the principles of the organisation of health services, including legislative and financial aspects influencing access to oral health services and oral health outcome; oral epidemiology and community consultation processes; planning and evaluation of health services; health and oral health policy development; and evidence-based care and health gain.

### Specific Areas

Candidates should have achieved a thorough knowledge of concepts and theories for the purpose of critical analysis and the synthesis of more complete understanding in:

- Understanding determinants of oral health
- Determining priorities for oral health services
- Oral health policy
- Burden and impact of oral disease on individuals/communities
- Prevention of oral disorders at a population level

- Mechanism to reduce inequity and inequalities in access to dental services and oral health outcomes
- Skill mix and training of dental personnel
- Workforce issues and predictions
- Oral health promotion
- Special needs groups and multidisciplinary collaboration
- International oral health and implementation of strategic directions
- Local policy issues specific to their jurisdiction.

### Membership Examination format

Assessment of candidates for Dental Public Health will comprise:

- a) a written examination paper of three (3) hours duration

*The written paper may include a combination of short and long answer questions. Relevant literature should be referenced where possible. The written paper may cover all or any area of Dental Public Health.*

- b) examination of unseen case(s) and viva voce of up to one (1) hour duration which includes sufficient reading-time.

*The candidate may be provided with a scenario related to Dental Public Health and will be required to discuss their approach to the situation with the examiners.*

- c) a viva voce examination based on previously submitted case report of one (1) hour duration

- d) a viva voce examination on your given speciality area and general discussion of up to 30 minutes

### Membership Case Report content

Candidates for the Dental Public Health Membership Examination must submit **1 case report** which meets the following guidelines:

The purpose of this component of the examination process is to demonstrate an understanding of issues and complexities related to a project either undertaken for the purposes of oral health research or as a current/planned public health activity with the goal of improving community oral health.

The candidate is required to submit a case report on a project in the field of public dental health which he/she:

- has conducted or
- has extensive knowledge of, or
- is available in the literature to the level that it can be fully critiqued.

The project might be related to, for example, oral health promotion, health education, a public health activity, a population-based survey, or an ongoing/proposed dental health service.

Candidates are advised to seek advice from the College regarding suitability of the project prior to commencing the case report.

The case report is expected to be approximately 8 – 10 pages long. See section 4 for guidelines for preparation of case reports.

### Fellowship Examination format

Examination of candidates for Dental Public Health will comprise:

- a) Peer review of Portfolio Presentation with a viva voce examination of up to three (3) hours' duration.
- b) Candidates must present 1 Portfolio Presentation that meets the content requirements set out below and the format requirements set out in section 4.

A Portfolio Presentation must include:

- A validated statement of the candidate's experiences in:
  - public or Non-Government Organisation (NGO) sectors
  - managing a group of health professionals with more than six staff members
  - the role and contribution within health administrative and policy committees
  - contributing to community service through collaboration with community or public health networks
- Documentation, either in scientific publication or in-house policy documents of the:
  - conduct of a substantive epidemiological or health service study
  - conduct and evaluation of an oral health promotion project
- Evidence of their role in:
  - implementation of a new or reorientated oral health service
  - community information transfer
  - competent management of an urban or rural dental health service
  - teaching
  - research

The examination will be set at an advanced level such that the candidate will be expected to demonstrate independent clinical acumen and experience **above** that which has been achieved during their approved specialist training program.

| Membership Summary   | Fellowship Summary   |
|--|--|
| 1 case report  | CV   |
| Written Paper  | 1 Portfolio Presentation   |
| Unseen Case and <i>viva voce</i>                                   | Peer Review and <i>viva voce</i>                                   |
| <i>Viva voce</i> based on case report                              | FSDP01 – Assessment of Eligibility for Fellowship Examination form |
| <i>Viva voce</i> on given speciality and general discussion        | FSDP02 – Enrolment for Fellowship Examination form                 |
| MSDP02 – Assessment of Eligibility for Membership Examination form |  |
| MSDP04 – Enrolment for Membership Examination form                 |  |

## 5.3 Dental Surgery

### Areas of Study

The following prescribes the areas of study in which candidates for the Membership Examination should be competent. In addition to this list, candidates should also be familiar with the 'Entry-Level Competencies for the Dental Specialities' document published on 1 July 2016 by the Dental Board of Australia in consultation with the Dental Council of New Zealand.

### General Areas

Candidates should have knowledge and experience with:

- a. applying decision-making, clinical reasoning and judgement to develop a comprehensive diagnosis and treatment plan by interpreting and correlating findings from the history, clinical examinations, imaging and other diagnostic tests
- b. managing complex cases, including medically compromised patients with multidisciplinary management, and
- c. managing complications.

### Specific Areas

Candidates should have achieved a thorough and in-depth knowledge of concepts and theories for the purpose of critical analysis and the synthesis of more complete understanding in:

- a. diagnosing and managing orofacial pain
- b. managing infections of odontogenic origin and other oral infections
- c. managing pathology of the oral and dentoalveolar tissues
- d. undertaking surgical procedures to the oral and dentoalveolar tissues, and
- e. managing oral and dentoalveolar trauma, including associated soft tissue injury.

### Membership Examination format

Assessment of candidates for Dental Surgery will comprise:

- a. a written examination paper of three (3) hours duration

*The written paper may include a combination of short and long answer questions. Relevant literature should be referenced where possible.*

- b. examination of unseen case(s) and a *viva voce* of up to one (1) hour duration which includes sufficient reading time

*The candidate may be provided with study models, radiographs, patient history information or a number of images/scenarios for discussion. The candidate will be given appropriate time to view the unseen case/s before discussing with the examiners as required.*

- c. a *viva voce* examination based on previously submitted case report(s) of one (1) hour duration
- d. a *viva voce* examination on Dental Surgery and general discussion of up to 30 minutes

### Membership Case Reports content

Candidates for the Dental Surgery Membership Examination must submit **5 separate case reports**.

The case reports, dealing with your management of a patient, should be restricted to the following areas of interest. Candidates must not present more than one report for any one area of interest.

- Oro-Facial Pain
- Infection of Odontogenic Origin
- Implants
- Oro-Facial Trauma
- Oral Medicine
- Oral Pathology
- Complications – e.g. MRONJ
- Surgical Management of the Medically Compromised Patient
- Multidisciplinary Approach to the Surgical Management of a Patient – reflecting the interface between oral surgery and at least one other speciality of medicine or dentistry
- Involvement in a Multi-Disciplinary Team (MDT) for the Care of Oncology Patients

Candidates must present cases with at least THREE (3) months of follow-up. The categories of Oro-Facial Pain, Oro-Facial Trauma, Oral Pathology and MRONJ must have a follow-up period of twelve (12) months.

See [Section 4](#) for guidelines for preparation of case reports.

| Membership Summary   |
|--|
| Assessment of Eligibility for Membership Examination       |
| Enrolment for Membership Examination Form                  |
| 5 Case reports   |
| Written Paper  |
| Unseen Case(s) and <i>viva voce</i>                        |
| <i>Viva voce</i> based on case reports                     |
| <i>Viva voce</i> on given specialty and general discussion |

## 5.4 Endodontics

### Areas of Study

The following prescribes the areas of study in which candidates for the Membership Examination should be competent and candidates for the Fellowship Examination should be proficient. In addition to this list, candidates should also be familiar with the 'Entry-Level Competencies for the Dental Specialities' document published on 1 July 2016 by the Dental Board of Australia in consultation with the Dental Council of New Zealand.

### General Areas

Candidates should have knowledge and experience with patient assessment, diagnosis, treatment planning and prognosis, including taking a medical history, in conjunction with clinicians in related disciplines.

### Specific Areas

Candidates should have achieved a thorough and in-depth knowledge of concepts and theories for the purpose of critical analysis and the synthesis of more complete understanding in:

## **Pathobiology**

Biology, physiology and pathology of the pulp-dentine complex and periradicular tissues  
Microbiology and immunology of pulp and periradicular diseases

## **Clinical Sciences**

- Diagnosis, treatment planning and prognosis of pulp and periradicular diseases - including endodontic-periodontal interrelationships
- Conservative pulp therapy including pulp capping, pulpotomy and apexogenesis
- Regenerative endodontics
- Non-surgical endodontic treatment - including isolation and temporisation, instrumentation (hand and rotary), visual enhancement (magnification and illumination).
- Endodontic retreatment and management of mishaps - including retrieving broken instruments, removing posts, negotiation of ledges and perforation repair
- Surgical endodontic treatment – including curettage, root-end preparation, root-end filling, perforation repair, hemisection, root amputation and root resection
- Management of traumatic injuries to the teeth and periradicular tissues
- Diagnostic imaging including radiography and computed tomography
- Use of the operating microscope and associated micro-technical instruments
- Knowledge and application of rotary and reciprocating NiTi instruments
- Biomaterials including instruments, root filling materials, intracanal medicaments, irrigants, restorative materials
- Pharmacological management of endodontic pain
- Endodontic treatment for medically compromised patients
- Management of endodontic emergencies – vital and non-vital (anaesthesia, the “hot pulp”, incision and drainage)
- Management of patients with orofacial pain and anxiety
- Restoration of endodontically treated teeth, including post and core preparation
- Management of tooth discolouration - intracoronary bleaching
- Replantation and transplantation of teeth
- “Cracked tooth” and “split tooth” syndromes
- Tooth Resorption
- Endodontic treatment for the young permanent dentition.

## **Membership Examination format**

Assessment of candidates for Endodontics will comprise:

- a) a written examination paper of three (3) hours duration

*The written paper may include a combination of short and long answer questions. Relevant literature should be referenced where possible.*

- b) examination of unseen case(s) and viva voce of up to one (1) hour duration which includes sufficient reading time

*The candidate may be provided with study models, radiographs, patient history information or a number of images/scenarios for discussion. The candidate will be given appropriate time to view the unseen case before discussing with the examiners as required.*

- c) a viva voce examination based on previously submitted case report(s) of one (1) hour duration
- d) a viva voce examination on your given speciality area and general discussion of up to 30 minutes

### **Membership Case Reports content**

Candidates for the Endodontics Membership Examination must submit **12 case reports**.

At least one case from each of the following groups must be submitted, detailing the management of a patient:

- Conservatively
- Surgically
- With traumatic injuries
- Requiring removal of obstructions from the root canal, such as posts and broken instruments
- With complex pathology or treatment modalities
- Where the treatment performed by the candidate has been unsuccessful
- Requiring a multidisciplinary approach to treatment; and reflecting the interface between Endodontics and at least one of the other specialties of dentistry or medicine.

See section 4 for guidelines for preparation of case reports.

Candidates must present cases with at least six (6) months of follow-up if the case is found to have healed, however, a longer follow-up period may be required for certain cases where healing is uncertain, or recurrence of pathology is possible.

### **Fellowship Examination format**

Assessment of candidates for Endodontics will comprise:

- Peer review of case reports with a viva voce examination of up to three (3) hours' duration.
- Candidates must present case reports covering their personal treatment of a range of problems.

The assessment will be set at an advanced level such that the candidate will be expected to demonstrate independent clinical acumen and experience **above** that which has been achieved during their approved specialist training program.

### **Fellowship Case Reports content**

Candidates for the Endodontics Fellowship Examination must submit **15 case reports**.

At least one case from each of the following groups must be submitted, detailing the management of a patient:

- Conservatively
- Surgically
- With traumatic injuries
- Requiring removal of obstructions from the root canal, such as posts and broken instruments
- With complex pathology or treatment modalities
- Where the treatment performed by the candidate has been unsuccessful

- Requiring a multidisciplinary approach to treatment; and reflecting the interface between Endodontics and at least one of the other specialties of dentistry or medicine.

Candidates must present cases with at least six (6) months of follow-up if the case is found to have healed, however, a longer follow-up period may be required for certain cases where healing is uncertain, or recurrence of pathology is possible.

| Membership Summary   | Fellowship Summary   |
|--|--|
| 12 case reports  | 15 case reports  |
| Written Paper  | Clinical Logbook   |
| Unseen Case and <i>viva voce</i>                                   | Peer Review and <i>viva voce</i>                                   |
| <i>Viva voce</i> based on case reports                             | FSDP01 – Assessment of Eligibility for Fellowship Examination form |
| <i>Viva voce</i> on given speciality and general discussion        | FSDP02 – Enrolment for Fellowship Examination form                 |
| MSDP02 – Assessment of Eligibility for Membership Examination form |  |
| MSDP04 – Enrolment for Membership Examination form                 |  |

## 5.5 Oral Medicine

### Areas of Study

The following prescribes the areas of study in which candidates for the Membership Examination should be competent and candidates for the Fellowship Examination should be proficient. In addition to this list, candidates should also be familiar with the 'Entry-Level Competencies for the Dental Specialities' document published on 1 July 2016 by the Dental Board of Australia in consultation with the Dental Council of New Zealand.

### General Areas

Candidates should have knowledge and experience with patient assessment, diagnosis, treatment planning and prognosis, including:

- Appropriate medical history, diagnosis and treatment planning in conjunction with clinicians in related disciplines
- The oral care of the medically complex/special needs patient

### Specific Areas

Candidates should have achieved a thorough knowledge of concepts and theories for the purpose of critical analysis and the synthesis of more complete understanding in:

- Orofacial pain
- General and internal medicine relevant to the practice of oral medicine
- Diseases with orofacial and/or dental manifestations
- Evidence based medicine

Candidates should have achieved adequate knowledge with the ability to apply this knowledge in:

- Clinical Pharmacology
- Procedural oral medicine including anaesthesia, surgical emergencies and infection control
- Diagnostic oral pathology and laboratory medicine
- Principles of care of the medically-complex patient and the patient with special needs

Candidates should have knowledge of and be familiar with the principles of:

- Systemic disease and its management

### **Membership Examination format**

Assessment of candidates for Oral Medicine will comprise:

- a) a written examination paper of three (3) hours duration

*The written paper may include a combination of short and long answer questions. Relevant literature should be referenced where possible.*

- b) examination of unseen case(s) and viva voce of up to one (1) hour duration which includes sufficient reading time.

*The candidate may be provided with study models, radiographs, patient history information or a number of images/scenarios for discussion. The candidate will be given appropriate time to view the unseen case before discussing with the examiners as required.*

- c) a viva voce examination based on previously submitted case report(s) of one (1) hour duration

- d) a viva voce examination on your given speciality area and general discussion of up to 30 minutes

### **Membership Case Reports content**

Candidates for the Oral Medicine Membership Examination must submit **5 case reports**.

One case from each of the following groups must be submitted, detailing the management of a patient:

- Mucosal pathology
- Medically complex conditions
- Oro-facial pain
- A multidisciplinary approach to treatment; and reflecting the interface between Oral Medicine and at least one of the other specialties of dentistry or medicine
- One (1) patient in an area of the candidate's choice within the discipline of Oral Medicine

See section 4 for guidelines for preparation of case reports.

### **Fellowship Examination format**

Assessment of candidates for Oral Medicine will comprise:

- a) Peer review of case reports with a viva voce examination of up to three (3) hours' duration.
- b) Candidates must present case reports covering their personal treatment of a range of problems.

The assessment will be set at an advanced level such that the candidate will be expected to demonstrate independent clinical acumen and experience **above** that which has been achieved during their approved specialist training program.

### Fellowship Case Reports content

Candidates for the Oral Medicine Fellowship Examination must submit **5 case reports**.

One case from each of the following groups must be submitted, detailing the management of a patient:

- Mucosal pathology
- Medically complex conditions
- Oro-facial pain
- A multidisciplinary approach to treatment; and reflecting the interface between Oral Medicine and at least one of the other specialties of dentistry or medicine
- One (1) patient in an area of the candidate's choice within the discipline of Oral Medicine

| Membership Summary   | Fellowship Summary   |
|--|--|
| 5 case reports   | 5 case reports   |
| Written Paper  | Clinical Logbook   |
| Unseen Case and <i>viva voce</i>                                   | Peer Review and <i>viva voce</i>                                   |
| <i>Viva voce</i> based on case reports                             | FSDP01 – Assessment of Eligibility for Fellowship Examination form |
| <i>Viva voce</i> on given speciality and general discussion        | FSDP02 – Enrolment for Fellowship Examination form                 |
| MSDP02 – Assessment of Eligibility for Membership Examination form |  |
| MSDP04 – Enrolment for Membership Examination form                 |  |

## 5.6 Orthodontics

### Areas of Study

The following prescribes the areas of study in which candidates for the Membership Examination should be competent and candidates for the Fellowship Examination should be proficient. In addition to this list, candidates should also be familiar with the 'Entry-Level Competencies for the Dental Specialities' document published on 1 July 2016 by the Dental Board of Australia in consultation with the Dental Council of New Zealand.

### General Areas

Candidates should have knowledge and experience with patient assessment, diagnosis, treatment planning and prognosis, including appropriate medical history, diagnosis and treatment planning in conjunction with clinicians in related disciplines.

### Specific Areas

Candidates should have achieved a thorough knowledge of concepts and theories for the purpose of critical analysis and the synthesis of more complete understanding in:

- Normal growth and development and genetics
- Applied biology of dento-alveolar structures
- Oral Physiology, occlusion and oro-facial functions
- Orthodontic case analysis and problem solving
- Aetiology and diagnosis of malocclusion
- Radiographic cephalometry
- Diagnostic imaging including radiography and computed tomography.
- Orthodontic therapies
- Contemporary orthodontic appliances
- Cleft palate management
- Iatrogenic damage to hard and soft tissues in orthodontic management
- Orthodontic biomechanics
- Oral health and preventive dentistry
- Materials science and orthodontic materials
- Professional collaboration.

Candidates should have achieved adequate knowledge with the ability to apply this knowledge in:

- Contemporary research in growth and development and tissue response
- Orthodontic/surgical correction of malocclusions
- Occlusal aspects of TMJ problems and dysfunction
- Orthodontic inter-relationships in periodontics, prosthodontics and restorative dentistry.

Candidates should have knowledge of and be familiar with the principles of:

- Specialist orthodontic practice management
- Speech pathology and therapy.

### **Membership Examination format**

Assessment of candidates for Orthodontics will comprise:

- a) a written examination paper of three (3) hours duration

*The written paper may include a combination of short and long answer questions. Relevant literature should be referenced where possible.*

- b) examination of unseen case(s) and viva voce of up to one (1) hour duration which includes sufficient reading time

*The candidate may be provided with study models, radiographs, patient history information or a number of images/scenarios for discussion. The candidate will be given appropriate time to view the unseen case before discussing with the examiners as required.*

- c) a viva voce examination based on previously submitted case report(s) of one (1) hour duration

- d) a viva voce examination on your given speciality area and general discussion of up to 30 minutes

## Membership Case Reports content

Candidates for the Orthodontics Membership Examination must submit **5 case reports**. Cases should cover the broad range of orthodontic malocclusion.

See section 4 for guidelines for preparation of case reports.

## Fellowship Examination format

Assessment of candidates for Orthodontics will comprise:

- a) Peer review of case reports with a viva voce examination of up to three (3) hours' duration.
- b) Candidates must present case reports covering their personal treatment of a range of problems.

The assessment will be set at an advanced level such that the candidate will be expected to demonstrate independent clinical acumen and experience **above** that which has been achieved during their approved specialist training program.

## Fellowship Case Reports content

Candidates for the Orthodontics Fellowship Examination must submit **6 case reports**.

Cases should cover the broad range of orthodontic malocclusion and must be presented following a minimum of (2) years following debanding of the patient.

| Membership Summary   | Fellowship Summary   |
|--|--|
| 5 case reports   | 6 case reports   |
| Written Paper  | Clinical Logbook   |
| Unseen Case and <i>viva voce</i>                                   | Peer Review and <i>viva voce</i>                                   |
| <i>Viva voce</i> based on case reports                             | FSDP01 – Assessment of Eligibility for Fellowship examination form |
|  | FSDP02 – Enrolment for Fellowship Examination form                 |
| MSDP02 – Assessment of Eligibility for Membership Examination form |  |
| MSDP04 – Enrolment for Membership Examination form                 |  |

## 5.7 Paediatric Dentistry

### Areas of Study

The following prescribes the areas of study in which candidates for the Membership Examination should be competent and candidates for the Fellowship Examination should be proficient. In addition to this list, candidates should also be familiar with the 'Entry-Level Competencies for the Dental Specialities' document published on 1 July 2016 by the Dental Board of Australia in consultation with the Dental Council of New Zealand.

### General Areas

Candidates should have knowledge and experience with patient assessment, diagnosis, treatment planning and prognosis, including appropriate medical history, diagnosis and treatment planning in conjunction with clinicians in related disciplines.

### **Specific Areas**

Candidates should have achieved a thorough knowledge of concepts and theories for the purpose of critical analysis and the synthesis of more complete understanding in:

- Normal growth and development
- Pathogenesis, prevention and treatment of dental caries
- Pathogenesis, prevention and treatment of periodontal diseases
- Behaviour management of the child and adolescent
- Development of the occlusion and its management
- Restorative paediatric dentistry
- Abnormalities of growth and development including medical syndromes, genetic disorders and craniofacial anomalies
- Paediatric oral pathology and oral medicine
- Management of orofacial trauma
- Dental management of children with special needs.

Candidates should have achieved adequate knowledge with the ability to apply this knowledge in:

- Community paediatric dentistry
- General paediatric medicine and surgery.
- Candidates should have knowledge of and be familiar with the principles of:
- Epidemiology of dental caries and periodontal diseases
- Paediatric forensic dentistry
- Specialist paediatric practice management
- Speech pathology and therapy.

### **Membership Examination format**

Assessment of candidates for Paediatric Dentistry will comprise:

- a) a written examination paper of three (3) hours duration

*The written paper may include a combination of short and long answer questions. Relevant literature should be referenced where possible.*

- b) examination of unseen case(s) and viva voce of up to one (1) hour duration which includes sufficient reading time

*The candidate may be provided with study models, radiographs, patient history information or a number of images/scenarios for discussion. The candidate will be given appropriate time to view the unseen case before discussing with the examiners as required.*

- c) a viva voce examination based on previously submitted case report(s) of one (1) hour duration

- d) a viva voce examination on your given speciality area and general discussion of up to 30 minutes

## Membership Case Reports content

Candidates for the Paediatric Dentistry Membership Examination must submit **5 case reports**.

One case from each of the following groups must be submitted, detailing the management of a patient:

- Dental caries involving advanced restorative treatment and behaviour management
- Trauma
- A dental anomaly or orofacial medicine or pathology
- Special needs
- A multidisciplinary approach to treatment; and reflecting the interface between Paediatric Dentistry and at least one of the other specialties of dentistry or medicine.

See section 4 for guidelines for preparation of Case Reports.

## Fellowship Examination format

Assessment of candidates for Paediatric Dentistry will comprise:

- a) Peer review of case reports with a viva voce examination of up to three (3) hours' duration.
- b) Candidates must present case reports covering their personal treatment of a range of problems.

The assessment will be set at an advanced level such that the candidate will be expected to demonstrate independent clinical acumen and experience **above** that which has been achieved during their approved specialist training program.

## Fellowship Case Reports content

Candidates for the Paediatric Dentistry Fellowship Examination must submit **5 case reports**.

One case from each of the following groups must be submitted, detailing the management of a patient:

- Dental caries involving advanced restorative treatment and behaviour management
- Trauma
- A dental anomaly or orofacial medicine or pathology
- Special needs
- A multidisciplinary approach to treatment; and reflecting the interface between Paediatric Dentistry and at least one of the other specialties of dentistry or medicine.

| Membership Summary   | Fellowship Summary   |
|--|--|
| 5 case reports   | 5 case reports   |
| Written Paper  | Clinical Logbook   |
| Unseen case and <i>viva voce</i>                                   | Peer Review and <i>viva voce</i>                                   |
| <i>Viva voce</i> based on case reports                             | FSDP01 – Assessment of Eligibility for Fellowship Examination form |
| <i>Viva voce</i> on given speciality and general discussion        | FSDP02 – Enrolment for Fellowship Examination form                 |
| MSDP02 – Assessment of Eligibility for Membership Examination form |  |

## 5.8 Periodontics

### Areas of Study

The following prescribes the areas of study in which candidates for the Membership Examination should be competent and candidates for the Fellowship Examination should be proficient. In addition to this list, candidates should also be familiar with the 'Entry-Level Competencies for the Dental Specialities' document published on 1 July 2016 by the Dental Board of Australia in consultation with the Dental Council of New Zealand.

### General Areas

Candidates should have knowledge and experience with patient assessment, diagnosis, treatment planning and prognosis, including appropriate medical history, diagnosis and treatment planning in conjunction with clinicians in related disciplines.

### Specific Areas

Candidates should have achieved a thorough knowledge of concepts and theories for the purpose of critical analysis and the synthesis of more complete understanding in:

- Diagnosis, treatment planning and prognosis
- Non-surgical periodontal therapy
- Surgical periodontal therapy
- Periodontal maintenance therapy
- Chemotherapeutic adjuncts to periodontal therapy
- Interdisciplinary relationships
- Dental Implants, including relevant information in biomaterials, bone physiology and histology
- Anatomy, histology and biology of the periodontium
- Microbiology of periodontal diseases
- Pathogenesis of periodontal diseases
- Relationships between periodontal disease and systemic diseases.

Candidates should have achieved adequate knowledge with the ability to apply this knowledge in:

- Epidemiology of periodontal diseases
- Oral medicine and oral pathology
- Pharmacology and anaesthesia
- Infection control
- Radiography
- Principles of biostatistics, research design and research methods
- Behavioural Sciences
- Occlusion.

### Membership Examination format

Assessment of candidates for Periodontics will comprise:

- a) a written examination paper of three (3) hours duration

*The written paper may include a combination of short and long answer questions. Relevant literature should be referenced where possible.*

- b) examination of unseen case(s) and viva voce of up to one (1) hour duration which includes sufficient reading time

*The candidate may be provided with study models, radiographs, patient history information or a number of images/scenarios for discussion. The candidate will be given appropriate time to view the unseen case before discussing with the examiners as required.*

- c) a viva voce examination based on previously submitted case report(s) of one (1) hour duration
- d) a viva voce examination on your given speciality area and general discussion of up to 30 minutes

### **Membership Case Reports content**

Candidates for the Periodontics Examination must submit **4 case reports**.

One case from each of the following groups must be submitted, detailing the management of a patient:

- The Non-surgical management of a patient with Periodontitis
- The Surgical management of a patient with Periodontitis
- The management of a patient requiring the placement of an osseo-integrated implant(s)
- The management of a patient requiring a multidisciplinary approach to treatment; and reflecting the interface between Periodontics and at least one of the other specialties of dentistry or of medicine.

See section 4 for guidelines for preparation of Case Reports.

### **Fellowship Examination format**

Assessment of candidates for Periodontics will comprise:

- a) Peer review of case reports with a viva voce examination of up to three (3) hours' duration.
- b) Candidates must present case reports covering their personal treatment of a range of problems.

The assessment will be set at an advanced level such that the candidate will be expected to demonstrate independent clinical acumen and experience **above** that which has been achieved during their approved specialist training program.

### **Fellowship Case Reports content**

Candidates for the Periodontics Fellowship Examination must submit **5 case reports**.

At least one case from each of the following groups must be submitted, detailing the management of a patient:

- The Non-surgical management of a patient with Periodontitis
- The Surgical management of a patient with Periodontitis
- The management of a patient requiring the placement of an osseo-integrated implant(s)

- The management of a patient requiring a multidisciplinary approach to treatment; and reflecting the interface between Periodontics and at least one of the other specialties of dentistry or of medicine.

| Membership Summary   | Fellowship Summary   |
|--|--|
| 4 case reports   | 5 case reports   |
| Written Paper  | Clinical Logbook   |
| Unseen case and <i>viva voce</i>                                   | Peer Review and <i>viva voce</i>                                   |
| <i>Viva voce</i> based on case reports                             | FSDP01 – Assessment of Eligibility for Fellowship Examination form |
| <i>Viva voce</i> on given speciality and general discussion        | FSDP02 – Enrolment for Fellowship Examination form                 |
| MSDP02 – Assessment of Eligibility for Membership Examination form |  |
| MSDP04 – Enrolment for Membership Examination form                 |  |

## 5.9 Prosthodontics

### Areas of Study

The following prescribes the areas of study in which candidates for the Membership Examination should be competent and candidates for the Fellowship Examination should be proficient. In addition to this list, candidates should also be familiar with the 'Entry-Level Competencies for the Dental Specialities' document published on 1 July 2016 by the Dental Board of Australia in consultation with the Dental Council of New Zealand.

### General Areas

Candidates should have knowledge and experience with patient assessment, diagnosis, treatment planning and prognosis, including:

- Appropriate medical history, diagnosis and treatment planning in conjunction with clinicians in related disciplines
- Formulation of multidisciplinary treatment plans for complex restorative problems
- Ability to accept responsibility for the coordination of treatment and the long-term maintenance of complex restorative cases
- The prosthodontic management of medically compromised and aged patients.

### Specific Areas

Candidates should have achieved a thorough knowledge of concepts and theories for the purpose of critical analysis and the synthesis of more complete understanding in:

- Fixed prosthodontics
- Removable prosthodontics
- Dental implants
- Craniomandibular disorders and orofacial pain
- Dental materials
- Dental technology.

Candidates should have a thorough or technical knowledge with the ability to apply this knowledge characteristic of specialisation in:

- Congenital and developmental defects of the jaws and teeth
- Preprosthetic surgery
- Prosthodontic rehabilitation of the periodontally involved dentition
- The elderly patient
- Dento-facial trauma
- Rehabilitation following corrective jaw surgery
- Diagnostic radiology.
- Candidates should have knowledge of and be familiar with the principles of:
- Maxillo-facial prosthodontics
- Speech pathology and therapy.

### **Membership Examination format**

Assessment of candidates for Prosthodontics will comprise:

- a) a written examination paper of three (3) hours duration

*The written paper may include a combination of short and long answer questions. Relevant literature should be referenced where possible.*

- b) examination of unseen case(s) and viva voce of up to one (1) hour duration which includes sufficient reading time

*The candidate may be provided with study models, radiographs, patient history information or a number of images/scenarios for discussion. The candidate will be given appropriate time to view the unseen case before discussing with the examiners as required.*

- c) a viva voce examination based on previously submitted case report(s) of one (1) hour duration

- d) a viva voce examination on your given speciality area and general discussion of up to 30 minutes

### **Membership Case Reports content**

Candidates for the Prosthodontics Membership Examination must submit **3 case reports**.

One case from each of the following groups must be submitted, detailing the management of a patient:

- Fixed prosthodontics
- Removable prosthodontics
- A multidisciplinary approach to treatment; and reflecting the interface between Prosthodontics and at least one of the other specialties of dentistry or medicine.

See section 4 for guidelines for preparation of case reports.

### **Fellowship Examination format**

Assessment of candidates for Prosthodontics will comprise:

- a) Peer review of case reports with a viva voce examination of up to three (3) hours' duration.
- b) Candidates must present case reports covering their personal treatment of a range of problems.

The assessment will be set at an advanced level such that the candidate will be expected to demonstrate independent clinical acumen and experience **above** that which has been achieved during their approved specialist training program.

### Fellowship Case Reports content

Candidates for the Prosthodontics Fellowship Examination must submit **5 case reports**.

At least one case from each of the following groups must be submitted, detailing the management of a patient:

- Fixed prosthodontics
- Removable prosthodontics
- Osseointegrated implants
- A multidisciplinary approach to treatment; and reflecting the interface between Prosthodontics and at least one of the other specialties of dentistry or medicine.

| Membership Summary   | Fellowship Summary   |
|--|--|
| 3 case reports   | 5 case reports   |
| Written Paper  | Clinical Logbook   |
| Unseen case and <i>viva voce</i>                                   | Peer Review and <i>viva voce</i>                                   |
| <i>Viva voce</i> based on case reports                             | FSDP01 – Assessment of Eligibility for Fellowship Examination form |
| <i>Viva voce</i> on given speciality and general discussion        | FSDP02 – Enrolment for Fellowship Examination form                 |
| MSDP02 – Assessment of Eligibility for Membership Examination form |  |
| MSDP04 – Enrolment for Membership Examination form                 |  |

## 5.10 Special Needs Dentistry

### Areas of Study

The following prescribes the areas of study in which candidates for the Membership Examination should be competent and candidates for the Fellowship Examination should be proficient. In addition to this list, candidates should also be familiar with the 'Entry-Level Competencies for the Dental Specialities' document published on 1 July 2016 by the Dental Board of Australia in consultation with the Dental Council of New Zealand.

### General Areas

Candidates should have knowledge and experience with patient assessment, diagnosis, treatment planning and prognosis, including appropriate medical history, diagnosis and treatment planning in conjunction with clinicians in related disciplines.

- The provision of dental care for patients with special needs

- Oral health promotion and collaboration with organisations concerned with the advocacy of high standards of oral health for patients with special needs
- The provision of expert opinion on matters relating to oral health in patients with special needs
- The promotion of training, postgraduate education and research in aspects of oral health associated with patients with special needs.

### **Specific Areas**

Candidates should have knowledge of and be familiar with the principles of:

- Epidemiology of dental caries and periodontal diseases
- Radiography
- Forensic dentistry

### **Provision of oral health care for patients with special needs**

Candidates should be able to:

- Communication effectively with individual patients and their carers
- Undertake an appropriate history and examination which identifies the relevant factors which impact on oral health and provision of clinical care
- Plan, arrange and undertake appropriate management strategies in the provision of clinical dental care in a variety of settings
- Work with other dental or medical specialists to ensure that patients with special needs are provided with the best available care that meets their oral and other health care needs
- Understand and implement medico-legal requirements associated with treating patients with special needs.

### **Oral Health promotion for patients with special needs**

The candidate should be able to:

- Identify and liaise with key organisations in the community for the purposes of maintaining and improving oral health
- Design and implement oral health programmes which meet the needs of identified special needs groups
- Monitor and evaluate oral health programmes.

### **Provision of expert opinion**

The candidate should be able to:

- Act as a resource or information source for dental and other health professionals and parties involved in the health and welfare of patients with special needs

### **Research**

The candidate should be able to assess the quality of information and to undertake research associated with special needs groups. Such research could include:

- Identification of risk factors for oral health in patients with special needs
- Oral health status of people with special needs

- Evaluation of treatment or preventive strategies.

### Membership Examination format

Assessment of candidates for Special Needs Dentistry will comprise:

- a) a written examination paper of three (3) hours duration

*The written paper may include a combination of short and long answer questions. Relevant literature should be referenced where possible.*

- b) examination of unseen case(s) and viva voce of up to one (1) hour duration which includes sufficient reading time

*The candidate may be provided with study models, radiographs, patient history information or a number of images/scenarios for discussion. The candidate will be given appropriate time to view the unseen case before discussing with the examiners as required.*

- c) a viva voce examination based on previously submitted case report(s) of one (1) hour duration

- d) a viva voce examination on your given speciality area and general discussion of up to 30 minutes

### Membership Case Reports content

Candidates for the Special Needs Dentistry Membership Examination must submit **4 case reports**.

One case from each of the following groups must be submitted, detailing the management of a patient with:

- A patient representing the broad scope of Special Needs Dentistry, particularly in relation to intellectual disability
- A patient representing the broad scope of Special Needs Dentistry, particularly in relation to physical disability
- A patient with a complex medical condition(s) requiring management outside of the scope of a general dental practitioner
- A patient representing the broad scope of Special Needs Dentistry, particularly in relation to psychiatric and/or geriatric conditions

See section 4 for guidelines for preparation of case reports.

### Fellowship Examination format

Assessment of candidates for Special Needs Dentistry will comprise:

- a) Peer review of case reports with a viva voce examination of up to three (3) hours' duration.
- b) Candidates must present case reports covering their personal treatment of a range of problems.

The assessment will be set at an advanced level such that the candidate will be expected to demonstrate independent clinical acumen and experience **above** that which has been achieved during their approved specialist training program.

## Fellowship Case Reports content

Candidates for the Special Needs Dentistry Fellowship Examination must submit **5 case reports**.

One case from each of the following groups must be submitted, detailing the management of a patient with:

- A patient representing the broad scope of Special Needs Dentistry, particularly in relation to intellectual disability
- A patient representing the broad scope of Special Needs Dentistry, particularly in relation to physical disability
- A patient with a complex medical condition(s) requiring management outside of the scope of a general dental practitioner
- A patient representing the broad scope of Special Needs Dentistry, particularly in relation to psychiatric and/or geriatric conditions
- A patient representing a multidisciplinary approach to treatment; and reflecting the interface between Special Needs Dentistry and at least one of the other specialties of dentistry or medicine

| Membership Summary   | Fellowship Summary   |
|--|--|
| 4 case reports   | 5 case reports   |
| Written Paper  | Clinical Logbook   |
| Unseen case and <i>viva voce</i>                                   | Peer Review and <i>viva voce</i>                                   |
| <i>Viva voce</i> based on case reports                             | FSDP01 – Assessment of Eligibility for Fellowship Examination form |
| <i>Viva voce</i> on given speciality and general discussion        | FSDP02 – Enrolment for Fellowship Examination form                 |
| MSDP02 – Assessment of Eligibility for Membership Examination form |  |
| MSDP04 – Enrolment for Membership Examination form                 |  |

## Appendix 1 – Memorandum of Understanding (MOU)

The Royal Australasian College of Dental Surgeons (RACDS) currently has a Memorandum of Understanding (MOU) with various International Colleges/Universities.

A MOU gives candidates an opportunity to sit the Membership Examination in their Specialist Dental Practice discipline conjointly with another College.

The following Colleges currently hold a MOU with the College as of February 2025:

- The College of Dental Surgeons of Hong Kong
  - Dental Public Health
  
- Mohammed Bin Rashid University of Medicine and Health Sciences, Dubai, UAE
  - Periodontics

The above information is subject to change. Programs and examinations are run at the discretion of the individual College.