This document sets out specific requirements for candidates who are enrolled or considering enrolment with the Royal Australasian College of Dental Surgeons (“the College”), for the award of Fellowship (FRACDS) and Membership (MRACDS) in Specialist Dental Practice. This Handbook should be read in conjunction with the College Regulations leading to Membership and Fellowship in General and Specialist Dental Practice.
## Terminology used in this document

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment</td>
<td>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.</td>
</tr>
<tr>
<td>Approved</td>
<td>A three-year specialist degree program accredited by the relevant Dental Board or registration authority</td>
</tr>
<tr>
<td>Recognised</td>
<td>A qualification and/or experience recognised by the Dental Board of Australia or the Dental Council of New Zealand for specialist registration.</td>
</tr>
<tr>
<td>Admission</td>
<td>The process by which candidates who have fulfilled the necessary requirements apply to be granted Fellowship or Membership.</td>
</tr>
<tr>
<td>Election</td>
<td>The process by which the Board of Directors grants Fellowship or Membership to eligible candidates</td>
</tr>
<tr>
<td>Post-nominal</td>
<td>Letters placed after the name of an individual to indicate election to Fellowship or Membership</td>
</tr>
<tr>
<td>Memorandum of Understanding (MOU)</td>
<td>A formal agreement between selected Universities or International Colleges relating to Membership examinations.</td>
</tr>
</tbody>
</table>

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.
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Section 1

Introduction

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Philosophy
Vision, Mission Statement and Values
Qualifications
Definitions
Specialist Dental Practice Disciplines
Registration
Examinations Calendar
Forms & Requirements
Document Certification
Contact Us
Who are we?

The Royal Australasian College of Dental Surgeons (‘the College’) provides the opportunity for dental study, training and qualifications, and continuing professional development through our Fellowship and Membership programs. The main focus of the College’s programs is to provide world standard, evidence based education, training and assessment in dentistry, leading to Fellowship (FRACDS) or Membership (MRACDS) in either General or Specialist Dental Practice.

Fellowship and Membership begins from the moment a candidate decides to aim for achievement. College 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. The College also offers accredited education and training in Oral and Maxillofacial Surgery for those dentists and doctors wishing to specialise in this discipline.

Philosophy

The College’s education programs are based on a philosophy of self-directed learning where the onus of responsibility for undertaking and fulfilling the requirements of programs rests with the candidate.

Universities form an essential part of the process of dental education and teach core competencies. The College helps candidates to build on these competencies to develop proficiency skills.

By participating in an education program, candidates will enhance their skills and knowledge as part of setting the pattern of lifelong learning and professional development that is necessary for quality practice and which is expected of Fellows and Members of the College.

Vision

To be a respected international leader in the provision of postgraduate dental education and professional development.

Mission Statement

The College advances oral health in the community by setting the standards that the international dental profession aspires to achieve.

This is achieved by:

- Ongoing growth and development.
- Providing high quality professional education and examination
- Advocating for oral health care and evidence based research
- Influencing public policy
Values

In the delivery of our mission the RACDS will demonstrate:

1. Patient orientation - understanding and reflecting the views of Members, Fellows and those undertaking College examination and working with them to achieve the best outcome for patients.
2. Quality improvement - performing to and upholding high standards.
3. Fiscal responsibility and efficiency using the resources of the College prudently.
4. Integrity, honesty and propriety - upholding professional and ethical values.

Qualifications

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

a) Membership in General Dental Practice – MRACDS(GDP)

b) Fellowship in General Dental Practice – FRACDS(GDP)

c) Membership in Specialist Dental Practice (in a discipline) – MRACDS(SDP)

d) Fellowship in Specialist Dental Practice (in a discipline) – FRACDS(SDP)

e) Fellowship in Oral and Maxillofacial Surgery – FRACDS(OMS)

Definitions

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 a University/College and the College) or via prior recognition of qualifications and experience. The prior recognition pathway will be discontinued from 1 December 2017.

Membership in Specialist Dental Practice is for those that have attained, or are eligible for, specialist registration in their country of study.

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.
Specialist Dental Practice Disciplines

The College offers both Fellowship and Membership in the following eight disciplines:

- Endodontics
- Dental Public Health
- Oral Medicine
- Orthodontics
- Paediatric Dentistry
- Periodontics
- Prosthodontics
- Special Needs Dentistry
- Dento-Maxillofacial Radiology (Membership via the Memorandum of Understanding pathway only)

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.
Examination Calendar

Royal Australasian College of Dental Surgeons Examination Calendar

<table>
<thead>
<tr>
<th></th>
<th>College Membership &amp; Fellowship Examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency</td>
<td>Annually</td>
</tr>
<tr>
<td>Location</td>
<td>Sydney ONLY (the College)</td>
</tr>
<tr>
<td>Assessment of Eligibility closes</td>
<td>1 April</td>
</tr>
<tr>
<td>Enrolment closes, and case reports due</td>
<td>1 May</td>
</tr>
<tr>
<td>Examination dates</td>
<td>August</td>
</tr>
<tr>
<td>Duration</td>
<td>1 - 2 days</td>
</tr>
</tbody>
</table>

Royal College of Surgeons Edinburgh Examination Calendar

<table>
<thead>
<tr>
<th></th>
<th>Membership* Examination (Orthodontics)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency</td>
<td>Bi-Annually</td>
</tr>
<tr>
<td>Location</td>
<td>Edinburgh (May)</td>
</tr>
<tr>
<td>Enrolment closes</td>
<td>TBA</td>
</tr>
<tr>
<td>Examination dates</td>
<td>May</td>
</tr>
<tr>
<td>Duration</td>
<td>Up to 3 days</td>
</tr>
</tbody>
</table>

*Please refer to relevant university or international College for specific dates and details relating to conjoint examinations.

Forms and Certification Requirements

All forms are available for download from the College website. Supporting documents must be certified according to the certification guidelines which are available under FORMS at www.racds.org.

Fees

The fee schedule is updated each year. The current fee schedule can be viewed on the College website homepage under FEES.

Contact Us

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Sydney NSW 2000
AUSTRALIA

Tel: +61 2 9262 6044
    1800 688 339
Fax: +61 2 9262 1974

E-mail: info@racds.org
Web: www.racds.org
Section 2
Steps to Membership and Fellowship

Flow Chart – Steps to Membership and Fellowship (SDP)
Membership
Assessment of Eligibility (AOE)
Enrolment
Examination Pathways
Admission
Election
Post-Nominals
Assessment of Eligibility to present for Fellowship Examination

Completion of Primary Dental Qualification (e.g. BDS/BDSc/BDent)

Apply for appropriate membership with RACDS

MOU PATHWAY

Registered in a Masters/DClinDent Program with a University currently holding a Memorandum of Understanding with the RACDS

Enrolment in conjoint examination

Completion of University exit exam conjointly with the College

Successful completion of all Masters/DClinDent program requirements

Membership in Specialist Dental Practice MRACDS(SDP)

5 years minimum specialist experience

Assessment of Eligibility to present for Fellowship Examination

Enrolment in Fellowship Examination and completion of Fellowship Examination

Fellowship in Specialist Dental Practice FRACDS(SDP)

COLLEGE EXAM PATHWAY

Completion of an approved Masters/DClinDent Program

Assessment of Eligibility to present for Membership Examination

Enrolment in Membership examination and approval of case reports

Membership Examination

MOU Pathway

The College also has a MOU with the Royal College of Surgeons of Edinburgh (RCSEd) in Orthodontics and the College of Dental Surgeons of Hong Kong (CDSHK) in Dental Public Health.

See Section 3 for further information
**Membership**

Holding an active Membership with the College is the first step for a candidate wishing to pursue Fellowship or Membership in General Dental Practice or a Specialist Dental Practice discipline and provides candidates with access to College communications and online learning. There are 3 eligible memberships a candidate must hold before being eligible to apply for a Membership Pathway in Specialist Dental Practice:

- Affiliate Membership
- Associate Membership
- MRACDS (GDP)

Candidates who hold a current and valid Subscription, 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.

**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.

Candidates who believe they meet one of 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 4-6 weeks provided all necessary documents have been submitted. A fee is payable on application.

**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 Policy (see Policies section on College website).

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 in 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.

Candidates who fail at the case reports stage will receive 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 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.

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.
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 two 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 approved programs.

- **MOU Pathway**: Completion of the final examination in a postgraduate specialist degree program as a conjoint examination with the College, where the College has a Memorandum of Understanding (MOU) with that university. The College also has a MOU with some international College’s for Membership through a conjoint examination. This pathway includes the conjoint examinations with the Royal College of Surgeons Edinburgh (RCSEd) and the College of Dental Surgeons of Hong Kong (CDSHK).

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.

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 Board of Studies in each Specialist Dental Practice discipline 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 Examination in a Specialist Dental Practice discipline.

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.
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:

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Discipline</th>
<th>Post-nominal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership in Specialist Dental Practice (Discipline)</td>
<td>Endodontics, Oral Medicine, Orthodontics, Paediatric Dentistry, Periodontics, Prosthodontics, Special Needs Dentistry, Dental Public Health, Dento-Maxillofacial Radiology</td>
<td>MRACDS(Endo), MRACDS(OralMed), MRACDS(Orth), MRACDS(Paed), MRACDS(Perio), MRACDS(Pros), MRACDS(SND), MRACDS(DPH), MRACDS(DMFR)</td>
</tr>
<tr>
<td>Fellowship in Specialist Dental Practice (Discipline)</td>
<td>Endodontics, Oral Medicine, Orthodontics, Paediatric Dentistry, Periodontics, Prosthodontics, Special Needs Dentistry, Dental Public Health, Dento-Maxillofacial Radiology</td>
<td>FRACDS(Endo), FRACDS(OralMed), FRACDS(Orth), FRACDS(Paed), FRACDS(Perio), FRACDS(Pros), FRACDS(SND), FRACDS(DPH)</td>
</tr>
</tbody>
</table>

a) Attainment of Fellowship in a discipline precludes the use of the Membership post-nominal in the same discipline.
b) 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.
c) In those cases when Membership and Fellowship are held in different disciplines, the Membership post-nominal precedes the Fellowship post-nominal.
d) References should be made to the College By-Laws available on the College website here.
Steps to Membership and Fellowship

1. Hold Affiliate, Associate or MRACDS (GDP) Membership
2. Assessment of Eligibility (Not required for conjoint exams)
3. Enrolment in Exam
4. Completion of Examination
5. Application for Admission to Fellowship/Membership
6. Election to Fellowship/Membership by the College Board of Directors
7. Receive Testamur
Section 3
Eligibility Requirements

Eligibility for Membership Examination
Exemption from Written Paper
Eligibility for Conjoint Membership Examinations
Eligibility for Fellowship Examination
Eligibility Requirements

Eligibility for the College Membership Examination

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

a) 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 Dental Board of Australia 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 registration in the country of study. All applications where the qualification has been completed outside Australia or New Zealand 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 full time, 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:

  o A University program in the Specialist Dental Practice discipline of Dental Public Health which has accreditation by the Dental Board of Australia or the Dental Council of New Zealand, or an appropriate combination of education and experience in the Specialist Dental Practice discipline as determined by the Board of Studies for Dental Public Health.

  o 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. 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.

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.

**Exemption from Written Paper**

The requirement to sit the written component of the College examination may be waived for candidates who have completed an approved program from an Australian or New Zealand university within the three (3) years preceding an application for assessment of eligibility.

**Eligibility for the Conjoint Examination (MOU Pathway) - University**

Candidates completing a recognised three-year postgraduate specialist degree program at a university which holds a MOU with the College may opt to sit the final examination of their degree program as a conjoint examination for Membership. This allows candidates to complete both a degree and gain Membership in a single step. The same written and viva voce examinations and other components are undertaken by all candidates (as set by the University); however conjoint candidates will be examined by one university examiner and one College-nominated examiner. Candidates should contact the relevant university for details of examination content, structure and marking criteria.

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

1. Candidates must be within 6 months of completion of an accredited postgraduate specialist qualification at one of the Universities listed in Appendix 1 – Memorandum’s of Understanding (MoU). 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
   - A declaration completed by a program director or equivalent for a candidate within 6 months of completion of postgraduate education (see MSDP03 form).

**Eligibility for the Conjoint Examination (MOU Pathway) - Royal College of Surgeons of Edinburgh (RCS Ed)**

The College holds a Memorandum of Understanding (MOU) with the Royal College of Surgeons of Edinburgh for Membership in Orthodontics. A conjoint Membership Examination is conducted each May in Edinburgh and each November in Adelaide in conjunction with RCSEd. Successful candidates may gain both MRACDS(Orth) and MOrthRCS(Ed). Refer to the respective College websites for enrolment closing dates.

Conjoint candidates should follow the standard university or RCS(Ed) processes for enrolling to sit the examination, but must also hold an appropriate Membership with the College (see page 12) and enrol as a conjoint candidate prior to sitting the examination. Membership
cannot be granted retrospectively if the candidate was not enrolled as a conjoint candidate at the time of sitting the examination.

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

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

   a. A program that is a minimum of three (3) years full-time duration (or equivalent) and is accredited by the Dental Board of Australia 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 registration in the country of study. All applications where the qualification has been completed outside Australia or New Zealand will be assessed on a case by case basis by the relevant Board of Studies.

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

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

The College also 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:

c) 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:

   o A University program in the Specialist Dental Practice discipline of Dental Public Health which has accreditation by the Dental Board of Australia or the Dental Council of New Zealand, or an appropriate combination of education and experience in the Specialist Dental Practice discipline as determined by the Board of Studies for Dental Public Health.

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

Candidates in Final Postgraduate Year

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.

Prior Recognition Pathway

The prior recognition pathway was discontinued on 1 December 2017.

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:

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

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:

1. FSDP01 – Assessment of Eligibility to sit the Fellowship Examination form with fee
2. A full, current CV
3. 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.

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:

4. FSDP01 – Assessment of Eligibility to sit the Fellowship Examination form with fee
5. 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.
Section 4
Examination
Guidelines and Requirements

Examination Guidelines
Mentors
Case Report Requirements
Portfolio Presentation Requirements (Dental Public Health)
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.
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.

Marking Guidelines

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

I. Pass
II. 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.
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.

Responsibilities of 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.
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 on 2 separate USB’s in Adobe® PDF format along with enrolment application on 1st May. TWO additional copies must be submitted in printed form.

- Case reports should not be binded or inserted into folders. A staple only is permitted

- 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 appointment 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 unless approved by the Registrar, SDP

• Each case report must include:
  o 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

  o TREATMENT
    ▪ Diagnosis
    ▪ Treatment plan
    ▪ Treatment phase records including clinical photographs, models and radiographs as appropriate

  o 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 strongly encouraged to seek mentoring from a specialist in their Specialist Dental Practice discipline in the preparation and documentation of their case reports.
PROCESS FOR CASE REPORTS

1. Case reports submitted to the College by 1st May along with enrolment form
2. Enrolment form processed by the College and fee taken
3. Case reports progressed to examiners for review against this Handbook

There are three potential outcomes:

**PASS** – If the case reports are assessed as of an acceptable standard, the candidate will be eligible to progress to the examination

**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.

**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, the enrolment fee minus 25% will be refunded.
Requirements for Case Report (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:

a) has conducted or
b) has extensive knowledge of, or
c) 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 must:

(a) 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

(b) 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)

(c) All clinical charting, radiographs, photographs, laboratory reports and any other illustrative material pertinent to the case should be de-identified

(d) Be presented in narrative form using paragraphs and free of typographical and grammatical errors

(e) 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

(f) Include sequenced page numbers

(g) Be submitted to the College on 2 separate USB's in Adobe® PDF format at least (1) month prior to the examination. One additional copy must be submitted in printed form

(h) 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

(i) Demonstrate an activity which is carried out within a maximum of five (5) years prior to the examination date unless approved by the Registrar, SDP.
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/](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 on 2 separate USB’s in Adobe® PDF format at least (1) month prior to the examination. One additional copy must be submitted in printed form.
Section 5
Examination Format and Content by Specialty

Introduction and general knowledge areas

**Endodontics** | Areas of Study | Examination formats | Case Report content

**Oral Medicine** | Areas of Study | Examination formats | Case Report content

**Orthodontics** | Areas of Study | Examination formats | Case Report content

**Paediatric Dentistry** | Areas of Study | Examination formats | Case Report content

**Prosthodontics** | Areas of Study | Examination formats | Case Report content

**Special Needs Dentistry** | Areas of Study | Examination formats | Case Report content

**Periodontics** | Areas of Study | Examination formats | Case Report content

**Dental Public Health** | Areas of Study | Examination formats | Case Report content | Portfolio
Presentation content
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-centered 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.

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 Specialties' document published on 1 July 2016 by the Dental Board of Australia in consultation with the Dental Council of New Zealand.

COMPETENCY

Candidates for the Membership Examination are assessed at a level equivalent to that of a recent graduate from a Specialist Dental Practice postgraduate qualification.

PROFICIENCY

Candidates for the Fellowship Examination are expected to have clinical maturity and expertise commensurate with that of a specialist dentist with a minimum of five (5) years specialist/restricted practice, particularly in the areas of diagnoses, treatment planning and management.

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:

a) Local anaesthesia and sedation
b) Pharmacology and therapeutics
c) Research methodology, design and biostatistics
d) Diagnostic dento/maxillo-facial radiology
e) Management of medical emergencies in dental practice
f) Dento-legal reporting
g) Embryology and developmental defects affecting the teeth
h) Infection control in dental practice
i) Cultural awareness.
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, irritants, 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 discoulration - intracorononal 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 specialty 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.

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**Membership Summary**

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<td>12 case reports</td>
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<td>Written Paper</td>
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<td>Unseen Case and viva voce</td>
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<td>Viva voce based on case reports</td>
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**Fellowship Summary**

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<td>15 case reports</td>
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<td>Clinical Logbook</td>
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<td>Peer Review and viva voce</td>
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<td>FSDPO1 – Assessment of Eligibility for Fellowship Examination Form</td>
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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.

**Areas of Study**

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

j) Appropriate medical history, diagnosis and treatment planning in conjunction with clinicians in related disciplines  
k) 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:

a. Orofacial pain  
b. General and internal medicine relevant to the practice of oral medicine  
c. Diseases with orofacial and/or dental manifestations  
d. 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:

a) 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:

a) Mucosal pathology  
b) Medically complex conditions  
c) Oro-facial pain  
d) A multidisciplinary approach to treatment; and reflecting the interface between Oral Medicine and at least one of the other specialties of dentistry or medicine  
e) 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:

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

- 5 case reports
- Written Paper
- Unseen Case and *viva voce*
- *Viva voce* based on case reports
- *Viva voce* on given speciality and general discussion
- MSDP02 – Assessment of Eligibility for Membership Examination Form
- MSDP04 – Enrolment for Membership Examination Form

### Fellowship Summary

- 5 case reports
- Clinical Logbook
- Peer Review and *viva voce*
- FSDPO1 – Assessment of Eligibility for Fellowship Examination Form
- FSDP02 – Enrolment for Fellowship Examination Form
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:

1) Specialist orthodontic practice management
2) Speech pathology and therapy.
Membership Examination format

Assessment of candidates for Orthodontics will comprise:

- 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._

- 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._

- a _viva voce_ examination based on previously submitted case report(s) of one (1) hour duration

- 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:

- 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 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
- 5 case reports
- Written Paper
- Unseen Case and *viva voce*
- *Viva voce* based on case reports
- *Viva voce* on given speciality and general discussion
- MSDP02 – Assessment of Eligibility for Membership Examination Form
- MSDP04 – Enrolment for Membership Examination Form

### Fellowship Summary
- 6 case reports
- Clinical Logbook
- Peer Review and *viva voce*
- FSDPO1 – Assessment of Eligibility for Fellowship Examination Form
- FSDP02 – Enrolment for Fellowship Examination Form
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 Specialties’ 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:

- n) Epidemiology of dental caries and periodontal diseases
- o) Paediatric forensic dentistry
- p) Specialist paediatric practice management
- q) Speech pathology and therapy.
Membership Examination format

Assessment of candidates for Paediatric Dentistry will comprise:

- 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.*

- 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.*

  1. a *viva voce* examination based on previously submitted case report(s) of one (1) hour duration
  2. 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.

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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:

a) Appropriate medical history, diagnosis and treatment planning in conjunction with clinicians in related disciplines
b) Formulation of multidisciplinary treatment plans for complex restorative problems
c) Ability to accept responsibility for the coordination of treatment and the long-term maintenance of complex restorative cases
d) 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:

a) Fixed prosthodontics
b) Removable prosthodontics
c) Dental implants
d) Craniomandibular disorders and orofacial pain
e) Dental materials
f) Dental technology.

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

a) Congenital and developmental defects of the jaws and teeth
b) Preprosthetic surgery
c) Prosthodontic rehabilitation of the periodontally involved dentition
d) The elderly patient
e) Dento-facial trauma
f) Rehabilitation following corrective jaw surgery
g) 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 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.*

- 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.*

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

- 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:

- 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 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:

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

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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.

a) The provision of dental care for patients with special needs
b) Oral health promotion and collaboration with organisations concerned with the advocacy of high standards of oral health for patients with special needs
c) The provision of expert opinion on matters relating to oral health in patients with special needs
d) 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:

r) Epidemiology of dental caries and periodontal diseases
s) Radiography
t) Forensic dentistry

Provision of oral health care for patients with special needs
Candidates should be able to:

a) Communication effectively with individual patients and their carers
b) Undertake an appropriate history and examination which identifies the relevant factors which impact on oral health and provision of clinical care
c) Plan, arrange and undertake appropriate management strategies in the provision of clinical dental care in a variety of settings
d) 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
e) 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) A patient representing the broad scope of Special Needs Dentistry, particularly in relation to intellectual disability
b) A patient representing the broad scope of Special Needs Dentistry, particularly in relation to physical disability
c) A patient with a complex medical condition(s) requiring management outside of the scope of a general dental practitioner
d) 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:

- 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 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

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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:

a) Diagnosis, treatment planning and prognosis
b) Non-surgical periodontal therapy
c) Surgical periodontal therapy
d) Periodontal maintenance therapy
e) Chemotherapeutic adjuncts to periodontal therapy
f) Interdisciplinary relationships
g) Dental Implants, including relevant information in biomaterials, bone physiology and histology
h) Anatomy, histology and biology of the periodontium
i) Microbiology of periodontal diseases
j) Pathogenesis of periodontal diseases
k) Relationships between periodontal disease and systemic diseases.

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

I. Epidemiology of periodontal diseases
II. Oral medicine and oral pathology
III. Pharmacology and anaesthesia
IV. Infection control
V. Radiography
VI. Principles of biostatistics, research design and research methods
VII. Behavioural Sciences
VIII. Occlusion.
Membership Examination format

Assessment of candidates for Periodontics will comprise:

1. 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.*

2. 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.*

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

4. a viva voce examination on your given specialty 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:

(c) Peer review of case reports with a viva voce examination of up to three (3) hours’ duration.

(d) 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**

- 4 case reports
- Written Paper
- Unseen Case and Viva voce
- Viva voce based on case reports
- Viva voce on given speciality and general discussion
- MSDP02 – Assessment of Eligibility for Membership Examination Form
- MSDP04 – Enrolment for Membership Examination Form

**Fellowship Summary**

- 5 case reports
- Clinical Logbook
- Peer Review and viva voce
- FSDPO1 – Assessment of Eligibility for Fellowship Examination Form
- FSDP02 – Enrolment for Fellowship Examination Form
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:

- a) Understanding determinants of oral health
- b) Determining priorities for oral health services
- c) Oral health policy
- d) Burden and impact of oral disease on individuals/communities
- e) Prevention of oral disorders at a population level
- f) Mechanism to reduce inequity and inequalities in access to dental services and oral health outcomes
- g) Skill mix and training of dental personnel
- h) Workforce issues and predictions
- i) Oral health promotion
- j) Special needs groups and multidisciplinary collaboration
- k) International oral health and implementation of strategic directions
- l) 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:

a) has conducted or
b) has extensive knowledge of, or
   c) 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

- 1 case report
- Written Paper
- Unseen Case and Viva voce
- Viva voce based on case report
- Viva voce on given speciality and general discussion
- MSDP02 – Assessment of Eligibility for Membership Examination Form
- MSDP04 – Enrolment for Membership Examination Form

### Fellowship Summary

- CV
- 1 Portfolio Presentation
- Peer Review and Viva voce
- FSDPO1 – Assessment of Eligibility for Fellowship Examination Form
- FSDP02 – Enrolment for Fellowship Examination Form
Appendix 1 – Memorandum’s of Understanding (MOU)

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

A MOU gives candidates an opportunity to sit the Membership Examination in their Specialist Dental Practice discipline conjointly with their final examination in a postgraduate program at University, or conjointly with another College.

The following Universities and Colleges currently hold a MOU with the College as at 29 January 2019.

- **Sydney University**
  - Oral Medicine, Orthodontics, Periodontics, Prosthodontics, Special Needs Dentistry, Paediatric Dentistry

- **University of Western Australia**
  - Endodontics, Oral Medicine, Orthodontics, Periodontics and Paediatric Dentistry

- **University of Queensland**
  - Oral Medicine, Orthodontics, Paediatric Dentistry, Dento-Maxillofacial Radiology

- **University of Otago**
  - Endodontics, Oral Medicine*, Orthodontics, Paediatric Dentistry, Periodontics, Prosthodontics, Special Needs Dentistry
  - Oral Medicine candidates must have fulfilled the requirements for specialist registration

- **Griffith University**
  - Periodontics

- **The Royal College of Surgeons of Edinburgh**
  - Orthodontics

- **The College of Dental Surgeons of Hong Kong**
  - Dental Public Health

The above information is subject to change. University programs and examinations are run at the discretion of the individual University or College. Candidates interested in postgraduate specialist education should contact the individual University or contact the College if unsure.
The following transitional arrangements apply to existing Dento-Maxillofacial Radiology specialists who are not eligible to undertake the Memorandum of Understanding (MoU) pathway to Membership and will be discontinued after 31 May 2020.

For those candidates who have previously completed education in Dento-Maxillofacial Radiology as per the criteria below, the requirement to complete the Membership Examination may be waived and Membership granted ad eundem. Candidates must meet one of the following criteria:

(a) Evidence of a minimum of ten (10) years full time equivalent practise in the discipline throughout which period the candidate has been recognised by the relevant Dental Board or registering authority as a specialist in the Specialist Dental Practice discipline,

OR

(b) Completion of a Master’s Degree or Clinical Doctorate in a Specialist Dental Practice discipline from a university program accredited by the Australian Dental Council

OR

(c) Completion of a full time, supervised training program of advanced training of a minimum of three (3) years full time duration, outside Australia, where that program and qualification has been recognised for registration as a specialist by the Dental Board of Australia

All applications will be assessed on a case by case basis

Candidates applying for Membership in DMFR under these transitional arrangements must hold an appropriate membership and submit:

- MSDP06 – Assessment for Membership in Specialist Dental Practice (SDP) via Transitional Arrangement
- Up to date Curriculum Vitae
- Certified copies of postgraduate qualification/s in the specialist discipline
- Registration number OR certified evidence of specialist registration, recognition or eligibility
- Authorisation of non-refundable fee as per the College website fee schedule