

Application for Entry to the Specialist List in Special Care Dentistry (Transitional Arrangements)

General Dental Council

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Please refer to the attached guidance notes before completing this form.

This form is not valid for those registered dentists applying on the basis of academic and research work or specialist expertise acquired outside the UK.

1. Your Details (Please complete in BLOCK letters)

Surname:

First names:

Title (Mr/Mrs/Ms/Miss): GDC Registration no:

Correspondence
address (if different
from registered
address):
.....
.....

Postcode:

Daytime tel no:

Email address:

2. Basis of Application

I apply for entry to the Special Care Dentistry List on the basis of (please tick):

My appointment as a consultant in the NHS in Special Care Dentistry

Specialist qualifications or experience requiring individual assessment

Please continue overleaf.

September 2008

3. Payment

If you wish to pay by debit / credit card please complete the following section:

Cardholder's name:

Card number:

Valid from: Valid to:

Issue no: (Maestro only) Amount¹:

Cardholder's signature:

For Office Use Only

Payment received: Yes / No (delete as applicable)

Amount received: £250 / £260 (delete as applicable)

Date received:

Cheque number:

4. Signature

I declare that the information I have given on this form is accurate and I enclose full documentary evidence in support of my application in accordance with the guidance notes that follow.

Signed: Date:

September 2008

¹ Currently, this will be either £250 which is the registration fee or £260 which is the registration fee plus a £10 fee to cover the costs of returning documents.

GUIDANCE FOR APPLICANTS TO THE GENERAL DENTAL COUNCIL'S SPECIALIST LIST IN SPECIAL CARE DENTISTRY

Only dentists registered with the GDC may apply to join the specialist list in Special Care Dentistry.

1: BACKGROUND

The Specialist Lists

As part of its role, the GDC holds thirteen specialist lists, one of which is the specialist list in Special Care Dentistry. The purpose of the lists is to reassure the public that those dentists using the title 'Specialist in [a dental specialty]' have demonstrated that they have met standards approved by the GDC for entry to the lists.

The lists indicate dentists who are entitled to use a specialist title, but do not restrict the right of any registered dentists to practise in any particular field of dentistry or the right of any specialist to practise in other fields of dentistry. Registered dentists can also apply to join more than one specialist list.

Patients, employers and other dentists wishing to refer on patients, as well as the public in general, are able to access the details of those dentists on the specialist lists through the register on the GDC website.

The List in Special Care Dentistry

Special Care Dentistry is concerned with the improvement of the oral health of individuals and groups in society who have a physical, sensory, intellectual, mental, medical, emotional or social impairment or disability or, more often, a combination of a number of these factors.

The normal route for entry on the specialist lists is through holding a Certificate of Completion of Specialist Training (CCST) in the relevant field of dentistry. Since the list in Special Care Dentistry is newly established, it is possible for existing specialists to apply to join the list through 'transitional arrangements'. The period of transition is from 1 October 2008 until 30 September 2010. During this time, applicants can apply to join the list on the basis of their specialist training, qualifications and experience. After the period of transition, UK applicants will normally need to hold a CCST in order to join the list.

2: THE APPLICATION PROCESS

An Overview of the Steps in the Application Process

Dentists wishing to apply for entry to the list should submit their completed applications – including all relevant documents and the registration fee – to the Council's address given at the top of the application form. We will acknowledge receipt of documentation within 10 working days. The applications are then assessed – on behalf of the Council - by a separate body (the Specialist Advisory Committee in Special Care Dentistry) who will make a recommendation to the Council on the applicant's suitability to join the specialist list. Finally, the Council will contact the applicant to confirm whether or not he / she has been successful in the assessment.

The current fee for entry to the specialist list is £250. The current annual retention fee is £52. If an application is unsuccessful the fee is refunded.

The Council aims to confirm with the applicant its decision on the assessment within a maximum of 4 months of receipt of the completed application. Every effort will be made to process applications as quickly as possible. However, the GDC anticipates it will receive a high volume of applications in the initial months and will need to ensure that the experts have sufficient time to give fair and thorough consideration to these complex applications.

The SAC assessment panel will only review the information which is presented with the application. Additional information sent in separately to the application will not be taken into account after the assessment has taken place.

Feedback After Assessment

For those applicants unsuccessful in the assessment process, the GDC will give reasons for its decision, specifying, for example, the areas in which the application is found to be deficient.

However, the assessment of an application does not include guidance on what additional qualifications, training or experience would allow the applicant to satisfy the requirements for entry to the list. The GDC is not empowered to make a recommendation for entry to the list that is subject to certain conditions being met.

Should an unsuccessful applicant wish to re-apply, the deficiencies must be made up within the transitional period. Each subsequent application submitted will be dealt with as an entirely fresh application.

Right to Appeal

An unsuccessful applicant has the right to make an appeal against the GDC's decision. The GDC provides full details of its appeals process to all unsuccessful applicants, when notifying the applicant of its decision on the assessment. The appeals process is also available on the GDC website at: <http://www.gdc-uk.org/News+publications+and+events/Publications/Rules/GDC+Rules+and+Regulations.htm>

Those wishing to appeal would need to do so within three months of receipt of notification of the GDC's decision on the assessment.

3: HOW TO APPLY

Applicants must complete all four sections of the Special Care Dentistry Application Form.

SECTION 1 OF APPLICATION FORM – DECLARATION OF YOUR PERSONAL DETAILS

The successful applicant's full name, registered address and primary qualifications will appear on the specialist list available to the public on the GDC website. All other details provided in this section will not be available to the public.

Please note that an applicant's full name must correspond on all documents. If your name has changed or differs on any documents you must include documentary evidence (e.g. a certified copy of your marriage certificate).

SECTION 2 OF APPLICATION FORM – ROUTES FOR ENTRY ONTO THE SPECIALIST LIST IN SPECIAL CARE DENTISTRY

There are three routes through which applicants who have acquired specialist expertise in the UK may seek entry onto the Special Care Dentistry list:

- (a) the applicant is, or has been, a Consultant in Special Care Dentistry in the National Health Service;
- (b) the applicant has acquired qualifications or experience (including training) in the specialty which has given the dentist a level of expertise equivalent to the level he / she might reasonably be expected to have attained if he / she had a CCST in the specialty; or
- (c) the applicant has knowledge and experience derived from academic or research work equivalent to that which the dentist might reasonably be expected to have acquired through the award of a CCST in Special Care Dentistry.

Applicants should note that the curriculum for the CCST in Special Care Dentistry is available on the GDC website together with this application form. This curriculum has been approved by the GDC Education Committee. Potential applicants applying under (b) and (c) above are advised to consider how their qualifications, training and experience cross-reference with those required by the CCST curriculum.

Types of Documentation for Each Route

Those applying under (a) above (position as consultant) must submit an original letter from the Chief Executive of the employing authority confirming the date on which the dentist took up the appointment and the specialty in which the appointment was or is held. This route is not open to those who have held locum appointments alone. No further supporting documentation is required for this route, unless the names on the application form and letter do not correspond (please see section below entitled *Guidance on Authenticity of Documents*).

Those applying under (b) above (postgraduate qualifications or experience) must submit documentary evidence in the following areas, as appropriate:

- i. postgraduate qualifications - this may include: certificates; an abstract of any thesis completed;
- ii. postgraduate training – this may include: training log books, course prospectuses and syllabuses; evidence of successful completion of training programmes;
- iii. postgraduate experience – this may include: structured references from consultants, referring practitioners and colleagues; abstracts of refereed publications; logs of clinical treatments undertaken; course materials written by applicants for courses they have led or facilitated; materials relating to congresses and seminars applicants have attended.

Those applying under (c) above (academic and research) must submit documentary evidence of:

- i. knowledge and experience derived from academic and research activity - this may include: details of research projects the applicant has been involved in, details of grants awarded, abstracts of publications, structured references from colleagues or supervisors, logs of clinical treatment undertaken as part of a research project, an outline of the applicant's particular clinical or other responsibilities and the ways in which these are deployed e.g. in specialised clinics or specialised laboratory or diagnostics services, details of the duration of involvement in the specific field of academic or research work;
- ii. any postgraduate training (as outlined for route (b) above);
- iii. any postgraduate qualifications derived from academic or research work.

For those applying under routes (b) or (c), suggestions for the sort of material that may accompany an application are indicative, not prescriptive, and the lists of material suggested are not exhaustive.

All applications must be accompanied by a CV. The CV might include details of the following: qualifications / examinations of relevance to Special Care Dentistry, posts held, clinical experience, evidence of clinical leadership in SCD, clinical governance, research and publications, CPD, Membership of Committees and specialist societies.

Note for those applying through academic and research work or specialist expertise gained overseas

For those applying through academic and research work, please do not complete the form in this document. Such applicants must use the form entitled 'Application for Entry to the Specialist List', which is available at: <http://www.gdc-uk.org/NR/rdonlyres/6DF556E2-E9E0-4F12-AB33-AA3C0593DD58/85324/GDCSpecialistform08.pdf>.

In particular, please refer to paragraphs 9 and 10 of the above guidance document.

Those applying on the basis of specialist qualifications awarded overseas and EEA nationals who have gained specialist knowledge and expertise outside the UK must also refer to the form 'Application for Entry to the Specialist List' rather than to this document. Such applicants may apply to join the list through holding an overseas qualification at an equivalent level to a CCST. EEA nationals may also apply to have an assessment based on a combination of their experience, qualifications and training acquired overseas.

In particular, please refer to paragraphs 8 and 10 of the above guidance document.

Guidance on Authenticity of Documents

The Council can accept certified copies of documents rather than the originals.

Certified copies of documents must meet all of the following criteria:

- i. Be a first generation photocopy (i.e. a photocopy of the original document, not a photocopy of a photocopy or of a fax);
- ii. Be certified by either a Notary Public, Commissioner of Oaths, Justice of the Peace or other entitled to practise law, or an authorised officer of an embassy or consulate;
- iii. The person certifying the copy must confirm in English writing that he / she has inspected the original document and that the document he / she is certifying is a 'true copy of the original';
- iv. The copy must bear the contact details of the person certifying, including the name, signature and address;
- v. The person certifying the documents must not be the applicant or the applicant's spouse.

Translations for any document you provide which is not in English must meet the following criteria:

- i. The certified translation must be produced by a qualified translator²;
- ii. The translation must be bonded to a photocopy of the specific document;

² A qualified translator is a legally licensed and authorised translator who must provide his / her full name, address, signature and contact details.

iii. The translator must confirm in English that the translation is an exact translation of the copy attached;

iv. The translator must provide his / her contact details.

Please note the Council will not accept a translation of a translation.

Your full name must correspond on all documents. If your name has changed or differs on any documents you must include documentary evidence (e.g. a certified copy of your marriage certificate).

Clinical logbooks should be authenticated by the hospital or university where the work has been carried out.

It is essential that patients, whose cases are referred to in the logbooks, cannot be identified. Therefore, the names and addresses of patients must be removed.

Original certificates will be returned by recorded delivery to your correspondence address for an administration fee of £10.

SECTION 3 OF APPLICATION FORM - PAYMENT

The initial registration fee for specialist listing is currently £250. The fee can be paid in the following ways:

- Debit or credit card details;
- A cheque drawn on a bank with a UK branch;
- A banker's draft, payable through a UK bank; or
- United Kingdom Postal Orders.

Successful applicants will have their names entered on the list without further payment. Once entered on the list, dentists must make payment of the annual retention fee by the end of December to remain on the list in the following year.

Unsuccessful applicants will have their fee of £250 returned to them.

There is an additional fee of £10 for returning original documentation.

4: ASSESSMENT CRITERIA

Assessment is made on the basis of qualifications or experience (including training) equivalent to the level of the award of a CCST.

In assessing experience, the critical factor will be the expertise acquired. Indicators of such expertise may include scope of practice and the source and type of referrals; professional publications and involvement in continuing professional education. Training or qualifications which are not in themselves of a level to satisfy the requirements may be useful indicators of expertise, for the purpose of assessing an applicant's experience.

On the following pages is a list of areas against which the applicant's experience may be assessed. Suggestions have been given for the type of evidence that might be submitted for each of the areas. This is guidance only and intended to assist the applicant in providing relevant and valid documentation.

The assessors will take into consideration any evidence given in each of these areas in order to form an overall view. However, it is possible for an applicant to be successful in the assessment without covering all of the areas stated.

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POSSIBLE SOURCES OF EVIDENCE FOR DEMONSTRATING SPECIALIST EXPERTISE

EXPERIENCE	SOURCES OF EVIDENCE
Experience in Special Care Dentistry within the last 10 years.	CV Portfolio
Provision of a sample of referrals (20 over the past 2 years) from primary, secondary and/or tertiary care practitioners, of a wide range of clinical cases for patients with complex special needs.	Portfolio Anonymised referral letters
<p>Clinical experience in a wide range of clinical cases for patients with complex special needs. <i>Senior dentists who have narrowed their field of practice to specific patient groups, should be able to demonstrate (through their CV), their previous comprehensive experience.</i></p> <p>Learning Disability Physical Disability Medically Compromised Mental Health Gerodontology Sensory Impairment Emotional Impairment Social Impairment Other- specify for consideration</p>	CV Portfolio References Log book
<p>Evidence of the use of different treatment modalities, for management of complex patients, (for example, behavioural management techniques, conscious sedation and GA):</p> <p>Behaviour Management Conscious Sedation General Anaesthesia Other, eg Hypnosis, Acupuncture</p>	CV Portfolio Case load Quality standards CPD
<p>Experience of providing care in a variety of clinical settings:</p> <p>Primary Care Secondary Care Domiciliary Care</p>	CV Portfolio
<p>Evidence of shared care, to demonstrate working as part of a team to ensure optimum care for patients, with: (need to differentiate between shared care and joint dental working)</p> <p>Local dental or healthcare practitioners Social services</p>	CV Portfolio References

Multi-disciplinary teams e.g. learning disability team Consultants in Dental or Medical Specialties Other- for example specialist services	
Provides advice and/or second opinions or treatment planning to other clinicians, on a regular basis i.e. more than once a month	References
Evidence of participation in clinical governance in relation to SCD such as: Audit Peer review Risk Management Quality Assurance Lead role for Clinical Governance in SCD	CV Portfolio
Taking a lead clinical role for developing a local infrastructure for the delivery of Special Care Dentistry	CV
Membership of:- National Working Groups in relation to SCD National Committees in relation to Special Care Dentistry	CV
TEACHING AND TRAINING	SOURCES OF EVIDENCE
Curriculum development of relevance to Special Care Dentistry for: Dental Care Professionals Undergraduate dental students Postgraduate dental students Specialist training Other – please specify for consideration	CV Portfolio
Delivery of training and education in Special Care Dentistry: Dental Care Professionals Undergraduate dental students Postgraduate dental students Specialist training Training junior staff / multi-professional training Other – please specify for consideration	CV Portfolio
Experience as an Examiner of postgraduate qualifications in Special Care Dentistry	CV Portfolio
Evidence of CPD in Teaching and Training	CV Portfolio

RESEARCH AND DEVELOPMENT	SOURCES OF EVIDENCE
<p>Oral or poster presentations on Special Care Dentistry at:</p> <p>Local / regional meetings National meetings International conferences</p>	CV Portfolio
Publications in peer reviewed journals relevant to Special Care Dentistry in the last five years	CV Portfolio
<p>Other publications of relevance to Special Care Dentistry, such as:</p> <p>Local or regional guidelines National guidelines Chapters Books</p>	CV Portfolio
<p>Supervision of research in Special Care Dentistry:</p> <p>Projects Certificates Diploma or equivalent Masters or equivalent PhD</p>	CV Portfolio
MANAGEMENT	SOURCES OF EVIDENCE
Development of protocols of relevance to Special Care Dentistry that have been adopted for use	CV Portfolio
Development of Care Pathways in Special Care Dentistry that have been adopted for use	CV Portfolio References
Evidence of Involvement with Patient and Public Groups in the development of Special Care Dentistry	CV Portfolio
CPD	
CPD in the field of Special Care Dentistry	CV