

Criteria for Recognition of Posts Suitable for Training for the MFDS/MFD Examination

These guidelines are prepared primarily for the information and guidance of those appointed by the Faculty of Dental Surgery to carry out a visit and inspection of training posts for the purpose of their recognition in connection with the new MFDS/MFD examination. In addition, these guidelines will be helpful to trainees, trainers, Regional Faculty Tutors and the Regional Faculty Adviser or his/her nominee. The overriding criterion for recognition is that the posts under review should be so structured that they enable holders to acquire dental experience in a hospital or community dental service environment under the guidance and tutelage of one or more consultant trainers (or senior dental officer in some community dental posts).

To quote from the regulations relating to the Diploma of Member of the Faculty of Dental Surgery/Dentistry (MFDS/MFD)[1997]:-

The membership of the Faculty of Dental Surgery is awarded by the Royal Surgical Colleges following success in the MFDS/MFD examination. This examination is designed to be an assessment of the basic knowledge and understanding of Dentistry which is expected of individuals completing a period of General Professional Training. When associated with suitable clinical training the MFDS will be a marker which can identify those dentists with a knowledge and understanding of the clinical practice and science of dentistry sufficient to enter formal training in one of the Dental Specialities.

Training Requirements

Candidates for the MFDS/MFD examination must have gained experience in posts approved by the Royal College of Surgeons of the UK and Ireland. Trainees must complete a minimum period of general professional training in posts approved for entry to the examination as follows

Part A:- 12 months

Parts B & C:- 20 months

One of the two years should normally be spent in approved appointments in hospital or community practice.

The role of the Hospital Recognition Committee of the Faculty of Dental Surgery (HRC) is to ensure that the educational facilities and the training environment is of a sufficiently high standard to allow trainees to achieve their educational goals and successfully complete a period of General Professional Training. The HRC will consider applications from Hospitals and from Community Dental Service for recognition of their basic dental training posts and programmes.

Representatives are appointed by the Faculty of Dental Surgery to visit and inspect these training posts at least every 5 years and will produce a formal report with recommendations for consideration by the HRC. The Visitor will be accompanied on these visits by the Regional Faculty Advisor or his/her nominee. If after inspection these posts are considered suitable for training they are recognised for a maximum of 5 years. The HRC may recommend to Faculty that a period of recognition should be shorter and that further visits be required at shorter intervals in training programmes where the criteria are not fully satisfied. It is the duty of the nominated consultant (or senior clinician in CDS) responsible for the training programme to respond to the reminder from the Faculty that a visit for purposes of recognition is required. Liaison with the Faculty Regional Tutor in respect of this 5-yearly review visit is encouraged. This also applies when recognition was granted for less than the full 5 years. Failure to respond will result in a lapse of recognition and withdrawal of educational approval under these regulations.

It is necessary also for Hospitals and others with training programmes to notify the Faculty of Dental Surgery of any change in the grade or duties of a recognised post. Recognition, when granted, is always back dated to the time when the existing holder of the post was appointed and if recognition were to be withdrawn from an existing post, the incumbent would retain recognition until resignation from that post.

The purpose of the HRC visit is:-

- To ensure that the post provides the necessary education and supervision with a balance between training and service commitments. Every trainee should be part of an identified clinical team and be directly responsible to one or more consultants (or senior dental officers in the community dental service). A timetable should be available of the trainee's agreed commitments on a weekly basis throughout the training period. Trainees should have a clearly defined role within the clinical team supervised by their trainer.
- To ensure that there is an adequate range of clinical facilities both for inpatient and outpatient activities. There should be access to up to date supporting diagnostic and technical facilities which are relevant to the work being carried out. Adequate chairside dental staff and/or nursing staff and administrative support should be available to assist the trainee when appropriate. A medical illustration and clinical photographic service should be available.
- To help improve the facilities and support available for consultants and senior clinicians in the task of education of dental trainees. The Faculty Regional Tutor also has an important role in this respect and is encouraged to liaise with the HRC to advise on local factors impinging on the training programme.
- To ensure that the library and educational support facilities are adequate. Library facilities with an adequate range of relevant textbooks, current journals, medline (or equivalent literature search system) all under the supervision of a trained librarian are essential. Access to the library should be readily available for evening reading and private study with a flexible system in place for borrowing

books. Bench books and access to a personal computer must be available to trainees in each department.

- To ensure there is a suitable structured training programme available to trainees with time set aside and identified for formal teaching. The clinical and academic components of training may be provided in the same or separate institutions. Ward rounds, journal clubs, and formal teaching within the specialities of dentistry should be available locally.
- In addition to personal tutelage by their educational supervisors, trainees should be encouraged to acquire knowledge of human disease relevant to their option by attendance at general medicine and general surgery ward rounds, joint outpatient clinics in relevant specialities and at clinical meetings within the hospital or institution.
- To confirm that arrangements are in place for study in clinical subjects and basic sciences by allocation of at least one bleep-free, protected study session during working hours.
- To ensure that paid study leave is available, when an entitlement exists, in addition to the weekly sessions for personal study. Study leave arrangements should encourage attendance at day release and block release courses, where appropriate. Trainees should be encouraged to enrol on the MFDS Distance Learning Course.
- To ensure that the living accommodation for those trainees required to be resident is secure, readily accessible and of a satisfactory standard. The residential facilities must comply with the Health and Safety regulations. Adequate hot meals or food should be available at all hours to those required to be on On-call duties.
- To ensure that there are suitable facilities for audit. Secretarial services, office/desk space and computer facilities for discharge summaries, data collection and audit must be available to the trainee. Audit is essential and trainees must be able to attend audit meetings. These activities may not be offset against study leave.
- To ensure that there is evidence of suitable clinical experience and an adequate workload and case mix for the purposes of training. Trainees will be required to keep and maintain a log of their clinical experience. These logbooks should include a record of both elective and emergency work. Personal logbooks should be available for inspection at the time of an HRC visit. The log should be verified by the trainee's educational supervisor and reviewed by the Faculty Regional Tutor at the end of the trainees appointment and before leaving the training post.
- To ascertain that there is compliance with regulations governing junior doctors and dentist's hours of work. (see separate document setting out current regulations.)