



Faculty of Dental Surgery
The Royal College of Surgeons of England



Faculty of General Dental Practice (UK)
The Royal College of Surgeons of England

Guide to the Local Assessment of the MJDF Portfolio of Evidence

2010



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Introduction

Since January 2008 the onus has switched to local assessment. A small proportion of candidates will still be asked to submit their portfolios centrally as part of our quality assurance procedures.

The assessment system

Candidates should still refer to the publication *MJDF Portfolio Guide* on the MJDF website (www.mjdf.org.uk) for guidance on the content of the Portfolio.

Each component of the Portfolio may be signed off by a local assessor. This may be one person who is in a position to verify all parts of the Portfolio, but equally may be a number of different assessors who can vouch for that part of the Portfolio. For example, different parts of the Portfolio may be completed at different times in different training environments.

All three sections of the MJDF Portfolio of Evidence Submission Form (Appendix A in this document and available on the MJDF website) should be completed to cover the requirements of local assessment. The candidates that are eligible to submit MFGDP(UK) coursework please contact the MJDF Examinations Department in order to be sent an appropriate application for or email mjdf@rcseng.ac.uk.

Who can assess?

The assessor must be a dentist registered with the General Dental Council, and either hold a postgraduate qualification or have appropriate experience in postgraduate education, training and assessment. The following are considered suitable. If any candidate wishes to use an assessor not falling within the categories below, but who may have equivalent skills and experience, please contact the MJDF Examinations Department for advice.

Approved assessors (UK-based candidates):

- a. Vocational trainers
- b. Hospital-based trainers
(this includes university lecturers, specialist registrars consultants trainers and tutors)
- c. Other deanery appointments, including postgraduate tutors, vocational training advisers and regional vocational training advisers
- d. Primary Care Trust dental tutors, dental clinical governance leads and dental practice advisers



- e. FDS and FGDP(UK) local tutors
- f. Members of either the FDS or FGDP(UK) who hold a postgraduate qualification.

Non UK-based candidates should follow the advice given in **Appendix B** of this document – **Guidance for Overseas Candidates**

Further guidance for candidates and assessors

Both candidates and assessors need to be aware of their professional responsibility to only sign off work if it has been completed to the required standard in accordance with the *MJDF Portfolio Guide* available on the MJDF website (www.mjdf.org.uk). The following additional information is provided to demonstrate the standard required. See:

- Common reasons why the core skills component of the MJDF Portfolio of Evidence does not reach the required standards (Appendix B in this document and as an appendix in the *MJDF Portfolio Guide*).
- Common reasons why the primary care clinical case presentation of the MJDF Portfolio of Evidence does not reach the required standards (Appendix C in this document and as an appendix in the *MJDF Portfolio Guide*)
- Common reasons why the audit assignment of the MJDF Portfolio of Evidence does not reach the required standards (Appendix D in this document and as an appendix in the *MJDF Portfolio Guide*))

Quality assurance

A percentage of candidates will be asked to submit their portfolios centrally as part of quality assurance arrangements before they are credited with completion towards the award of MJDF.

These portfolios must be submitted within 10 working days. Failure to comply may lead to sanctions. For more information please read the *Portfolio of Evidence Quality Assurance Policy* available on the MJDF website (www.mjdf.org.uk) and Appendix F of this document.

If further work is required, guidance will be given to both the assessor and candidate and resubmission requested. This will be a formative process and, as long as work has been submitted accurately and in good faith, no issue of probity arises.



Fees

The MJDF Portfolio of Evidence Submission Form should be accompanied by a fee of £50.00 to cover the costs of administration and quality assurance.

Vocational dental practitioners are exempt as long as the form is submitted within three months of the end of participation in their scheme. Please note that a copy of the VT certificate should be enclosed with the application.

Step-by-step guide

1. It is the candidate's responsibility to identify a suitable assessor or assessors to sign off each part or parts of the portfolio when they are satisfactorily completed.
2. Candidates and assessors should use the MJDF Portfolio of Evidence Submission Form (Appendix A in this document and available on the MJDF website) to demonstrate completion of the Portfolio.
3. Section 1 must be fully completed by the candidate.
4. Section 2 of the Submission Form includes a record of Portfolio assessment. Candidates should arrange for each assessor to certify completion of each part of the Portfolio as indicated. Assessors should also be aware that in signing to confirm satisfactory completion they are doing so in accordance with the probity statement provided as a part of that form.
5. Section 3 provides a separate probity statement for completion by the candidate.
6. **Once every section is fully completed**, the MJDF Portfolio of Evidence of Submission form, should be sent to the MJDF Examinations Department. The Portfolio of Evidence **should not be sent**, unless subsequently requested.
7. You will be informed within 4 weeks of submission whether your Portfolio has been accepted, or whether it will be requested for quality assurance.
8. When submitting the MJDF Portfolio of Evidence Submission Form, candidates are also asked to assist the faculties by completing and enclosing the Equality and Diversity Monitoring Form.



APPLICATION FORM **MJDF Portfolio of Evidence Submission Form**

Please see and complete all parts of this form:

- **Section 1** – Candidate details and academic record
- **Section 2** – Record of Portfolio assessment and assessors' probity statements
- **Section 3** – Candidate's probity statement

Section 1 Candidate details and academic record

Last name (BLOCK LETTERS).....

Other names (BLOCK LETTERS).....

Title **Date of birth:**

D	D		M	M		Y	Y
---	---	--	---	---	--	---	---

Preferred address for correspondence:

.....
.....

Contact details

Home **Fax**

Work **Email**

Mobile

If you have special needs owing to a disability or specific learning difficulty, please give details:

.....

Primary qualification and registration details

Academic institute of primary qualification:

.....

General Dental Council registration number

or

Registration number with equivalent national body of registration. State:



Name of national registration body.....

Registration number.....

Candidates whose names do not appear in the current UK Dentists Register must submit evidence (in the form of original documentation or certified copies) of the following:

- a. Their primary dental qualification, together with the date of acquisition, and
- b. That the qualification they hold is acceptable to the General Dental Council (GDC) of the UK for the purposes of registration.

The list of dental degrees accepted for temporary registration is available on the GDC's website at <http://www.gdc-uk.org/Potential+registrant/Temporary+registration/How+to+Apply.htm>.

Candidates should check the website to find out if their degree is accepted for the purposes of temporary registration.

Candidates do not need to write to the GDC unless their dental degree does not appear on the list on the website.

MJDF history

Please indicate here whether any other elements of the MJDF assessment have been attempted and/or completed (or components of MJDF or MFGDP(UK) for which credit is claimed under the transitional arrangements)*:

*All parts of the MJDF, including components claimed under transitional arrangements and the Portfolio of Evidence, must be completed within a five-year period.

Part 1	
Date(s) of entry	Result(s)
Part 2	
Date(s) of entry	Result(s)



Fees

This form should be accompanied by an administrative fee of £50.00*

Please charge £50.00 to my Visa / MasterCard / Maestro / Visa Debit (Delete as appropriate)

Card number:

Expiry date: / Issue no: Start date: /

Security code: (this is the last three digits on the signature strip of your card)

Alternatively, please enclose a cheque, payable to 'The Royal College of Surgeons of England'.

*Vocational dental practitioners are exempt. Please enclose your VT certificate.

On completion, all sections of this form must be forwarded to:

MJDF Examinations Department, FGDP(UK), 35/43 Lincoln's Inn Fields, London WC2A 3PE

Please make sure that you have enclosed:

- Submission fee of £50.00*
- GDC number, or evidence of registration and qualification if outside the UK
- Completed Equality and Diversity Form (optional)

The FGDP(UK) may also request your Portfolio of Evidence for further assessment and quality assurance.

Do not send your full Portfolio of Evidence unless requested to do so.

*Vocational dental practitioners are exempt. Please enclose your VT certificate.

For Department use only:

Date received: Selected for quality assurance?

Fee received?

Date Processed: Date of acceptance and candidate notification:



Section 2 Record of Portfolio assessment and assessors' probity statements

Section 2 provides a tracking form to record assessors' confirmation of satisfactory completion of each element of the Portfolio. Assessors should provide all the information requested.

Where applicable, the assessor is also signing to indicate that the assessment has been carried out in accordance with the probity statement provided on the next page.

A shaded box indicates that the probity statement is not applicable to that item, but the assessor should still nevertheless sign to indicate that the item has been completed in accordance with the MJDF Portfolio Guide.

For full guidance on each element candidates and assessors must refer to the MJDF Portfolio Guide.

See next page for probity statement and tracking form.

Approximately 10% of portfolios will be called in for quality assurance. Those assessors who have verified the portfolios that enter the QA process will receive feedback in order to help them understand the process and what they need to look for if asked to sign another portfolio in the future.

For this purpose, we request the assessors enter their address they would like the feedback to be sent to below:

Assessor 1 Address:

.....
.....

Assessor 2 Address:

.....
.....

Assessor 3 Address:

.....
.....

MJDF Portfolio of Evidence Record of Verification

Assessors' Probity Statement

I certify that in confirming my assessment of satisfactory completion of the MJDF Portfolio of Evidence elements indicated below, I also confirm that
 (insert name of candidate) has completed those elements in accordance with the *MJDF Portfolio Guide* and that this is his/her own work.

Record of Portfolio assessment:

Portfolio item	Assessed satisfactory by: (signature)	Print name	Print position held	Assessor's GDC number	Probity statement applies	Date
Curriculum vitae						
Mandatory core skill – Infection Control					Yes	
Mandatory core skill – Radiography and Radiation Protection					Yes	
Mandatory core skill – Medical Emergencies					Yes	
Core skill 4 – Specify:					Yes	

Portfolio item	Assessed satisfactory by: (signature)	Print name	Print position held	Assessor's GDC number	Probity statement applies	Date
Core skill 5 – Specify:					Yes	
Clinical audit/research project					Yes	
Clinical skills (a clinical case presentation / study or record of workplace-based competencies)					Yes	
Record of CPD / log of prior experience*						
Personal development plan						
Overall layout and compliance with <i>MJDF Portfolio Guide</i>						

*Signed certificates of attendance are sufficient evidence to support CPD



Section 3 Candidate's probity statement

Candidates should complete the following probity statement:

I understand the professional standards required by the General Dental Council of a registered dentist and certify that the contents of my Portfolio of Evidence are a true record and my own work.

Signature of candidate

Date

Name (block capitals)

GDC number

Area of work/ clinical environment (please tick as appropriate)

- **Primary Care**
- **Secondary Care**
- **Community care**
- **Armed forces**

On completion, all sections of this form must be forwarded to:

MJDF Examinations Department
Faculty of General Dental Practice (UK)
The Royal College of Surgeons of England
35/43 Lincoln's Inn Fields
London
WC2A 3PE



Equal Opportunities Monitoring (Optional)

In line with UK legislation and good practice guidelines, we are asking everyone to complete this section. You are not obliged to provide any of the information in this section, but if you do so, it will enable us to monitor our business processes and ensure that we provide equality of opportunity to all.

Please indicate type of form submitted (tick as appropriate):

MJDF Portfolio of Evidence

Gender

- Female
- Male

Nationality.....

First language.....

Do you have a disability under the terms of the Disability Discrimination Act 1995 (a person with a physical or mental impairment that affects your ability to carry out normal day to day activities which are substantial, adverse and long term)?

- Yes
- No

What is your sexual orientation?

- Bisexual
- Heterosexual
- Homosexual

What is your religion or belief?

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Other religion/belief

Indicate a more specific category here:

Ethnicity

Choose one selection from the list below to indicate your cultural background.

a) White

- British
- Irish
- Any other white background

b) Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

c) Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

d) Black or Black British

- Caribbean
- African
- Any other black background

e) Chinese or other ethnic group

- Chinese
- Any other background

Indicate a more specific category here:

This information will be recorded electronically with your other data in accordance with the Data Protection Act 1998, but used only for monitoring our business practices.



Equal Opportunities

Guide for Candidates

The Royal College of Surgeons of England aims to ensure fair and equitable treatment in relation to admission and assessment of examination candidates. The College aims to assess candidates on the basis of merit, competency and potential, regardless of gender, colour, ethnic or national origin, race, disability, age, socio-economic background, religious or political beliefs, family circumstances, marital status, sexual orientation or other irrelevant distinction.

To achieve this, the College has implemented the following strategies:

- Formal mechanism for training examiners;
- Improved equal opportunities awareness for departmental staff with regard to examinations practice and customer service;
- Monitoring admissions and examination results in relation to changes in the candidate population profile;
- Independent monitoring of modes of assessment and examiner behaviour;
- A review of results and appeals procedure;
- Review of policies and practices for fairness and relevance;
- Special arrangements policy for candidates with disabilities and/or other specific requirements;
- Policy for consideration of candidates' exceptional circumstances.

The College will not accept behaviour from staff, members, examiners or candidates which constitutes sexual or racial harassment, or which results in unlawful discrimination on any grounds.

The College adheres to the provision for the protection of the rights of the individual within the following legislation:

The Sex Discrimination Acts 1976 and 1986
The Disability Discrimination Act 1995
The Race Relations Act 1976
The Human Rights Act 1998

The College maintains the right to discriminate lawfully in the interests of the surgical/dental profession, and this policy encompasses any regulations applied by relevant statutory or regulatory bodies such as the GMC and GDC.

Please contact us for information about:

- Procedures for the examination of candidates with disabilities and/or other specific requirements
- Procedures for the examination of candidates with mitigating circumstances
- Procedure for appeals and reviews of results.

IT IS THE RESPONSIBILITY OF THE CANDIDATE TO NOTIFY THE EXAMINATIONS DEPARTMENT IN ADVANCE OF ANY SPECIAL REQUIREMENTS



Appendix B

Guidance for overseas candidates

Guidance on Completing the Portfolio

1. Overseas candidates should refer to the publication *MJDF Portfolio Guide* on the MJDF website (www.mjdf.org.uk) for general guidance. However, for each of the core skills candidates should:
 - a) Show their understanding of the core skill.
 - b) Show evidence of how they comply with local legislation and good practice guidelines.
 - c) Write about and show their understanding of the difference between their current practice and established UK legislation and good practice.
 - d) Discuss and show evidence of attempts to bridge the gaps between the two situations.
 - e) Provide some reflective writing on the above and demonstrate what they would have to do if they practiced in the UK
2. Candidates will probably need to purchase the Smile-on Key skills e-learning package if they have no local tutor support. Visit www.smile-on.com/keyskills for more information.

Guidance on assessment - Local assessment guidelines **do not** apply

1. Once complete the Portfolio of Evidence **must** be sent to the following address for assessment:

MJDF Examinations Department
FDGP(UK)
The Royal College of Surgeons of England
35-43 Lincolns' Inn Fields
London
WC2A 3PE
2. The Portfolio of Evidence must be accompanied by a completed MJDF Portfolio of Evidence Submission Form (**Sections 1 and 3 only**) alongside a payment of £50 (see Appendix A).



Appendices C-E are intended to help assessors/candidates decide if the evidence provided in the Portfolio of Evidence has reached required standards. These should be used in conjunction with the *MJDF Portfolio Guide* (available at www.mjdf.org.uk).

Appendix C

Common reasons why the core skills component does not reach the required standards

- **The core skills evidence is disorganised and difficult to navigate. Is this acceptable?**
 - *No. The core skills evidence should be organised with a contents page, page numbers and labelled tabs.*

- **There is inadequate reflection and discussion of the core skill(s). Does this matter?**
 - *Yes. Assessors should consider adequate reflection and discussion as the most important demonstration that the candidate understands the core skill. The candidate should discuss and reflect on both how their practice successfully complies with the key issues in each core skill and how any perceived inadequacies have been addressed.*

- **There is inadequate cross-referencing to other core skills and evidence items. Is it necessary to cross-reference?**
 - *Yes. Evidence items relating to each core skill should be readily found. Adequate cross-referencing also reduces the number of unnecessary evidence items.*

- **There are a significant number of required evidence items missing and some are blank rather than filled-in examples. Is this satisfactory?**
 - *No. All required evidence items should be present, current and relevant to the candidate's own work place.*

- **There is evidence of plagiarism. What action should be taken?**
 - *The assessor should indicate that this is a serious breach of the assessment regulations and draw the attention of the candidate to the Candidate's Probity Statement.*

Common reasons why the clinical case presentation does not reach the required standards

- **Must original contemporaneous anonymised clinical notes accompany the case presentation?**
 - *Yes, this is a mandatory requirement.*

- **Must original study models and radiographs be included?**
 - *Quality copies are best. Both items should only be taken if appropriate for the clinical care and must comply with published guidelines.*

- **What is most important – the quality of the operative dentistry or the logic of the clinical care?**
 - *The logic of the care and how the patient's contact with the practitioner has benefited the overall health of the patient is most important.*

- **Is any clinical case too complex or too easy for presentation at this level?**
 - *Yes, the candidate should choose something that is within their capability and has at least two disciplines. Referral for some of the care or specialist opinion is satisfactory provided that the candidate has carried most of the clinical care.*

- **Does the clinical care have to follow accepted 'best practice'?**
 - *Yes, unless there is an overriding reason for not doing so.*

- **What happens if the patient declines some aspect of the suggested treatment plan?**
 - *Only the care that a patient is prepared to undergo can be provided. However, patient-led treatment provision which is outside normal parameters is inappropriate.*

- **How should informed consent be demonstrated?**
 - *As treatment options, provided both in the case presentation and in the clinical notes, along with supporting evidence, e.g. a signed treatment plan or FP17DC if a UK NHS patient.*

- **Is the 2000 word count important?**
 - *The word count serves as a guide to the depth required for the written presentation. The most important thing is that the candidate is able to demonstrate the logic of the clinical care that has been provided and the clinical benefit to the patient.*



Appendix E

Common reasons why the audit project does not reach the required standards

- **The audit topic chosen has no relevance to patient care or risk reduction. Is it suitable?**
 - *No, all projects should show benefit to patient care.*

- **A reference standard of 80% has been chosen. Is this always correct?**
 - *This is acceptable if it is referenced to an external standard or marker, i.e. the FGDP(UK)'s publication Standards in Dentistry or peer review. A higher initial standard may indicate that the audit topic is unnecessary because performance in that area is already reasonable.*

- **No pilot of the capture was done to test the audit methodology. Is this acceptable?**
 - *Yes, providing the audit meets accepted standards.*

- **The data capture sheets are not included, but graphs/charts of the results are in the written project. Is this acceptable?**
 - *No, the original data capture sheets must be available.*

- **Some changes were implemented resulting from the first audit cycle, but the second cycle of audit was not presented. Is this acceptable?**
 - *No, this is not audit but research. The second cycle is mandatory.*

- **There is no evidence shown of any changes being made after the first cycle. Is this acceptable?**
 - *No.*

- **The second cycle shows little improvement. Is this acceptable?**
 - *No, this would indicate that the audit has not achieved any positive gain for patient care or safety. This may be due to inappropriate topic selection, poor methodology, or poor communication or compliance of any proposed changes after cycle.*

Note: The audit must be the candidate's original work. If the original work has been completed as part of a group exercise, all participants must be named and confirmation given that their participation in the same audit project was contemporaneous.



Appendix F

Portfolio of Evidence (POE) - Quality Assurance Policy

QA Procedure:

The local assessment procedure requires that a sample of POE (10%) is requested for quality assurance purposes. The procedure is outlined below for those candidates whose work is selected.

- A letter requesting the POE along with this policy document will be sent to the candidate.
- The complete POE should be sent to the examinations office within 10 working days by special delivery.
- The POE will be returned to the candidate within 6 weeks of its receipt alongside the result of the QA process. The local assessor will also receive the result.

Non respondents:

If the POE is not received, within the 10 days stipulated, above the Examinations Office will attempt to contact the candidate again via phone and, if no contact is made, a second letter (Special Delivery).

The candidate will be given a further 5 working days to submit their POE from the date of the phone call or posting of the second letter (whichever is the earlier).

If there is no response the College will withhold the award of the MJDF. In addition the College may consider non submission to be an act of professional misconduct and act accordingly.

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