



Faculty of Dental Surgery
The Royal College of Surgeons of England



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

MJDF Regulations

2010



Contents

	Page
1. Introduction	1
2. Eligibility for the award of the Diploma	1
3. Assessment structure	2
a. Portfolio of Evidence	2
b. Part 1 examination	3
c. Part 2 examination	3
4. Process for application	4
a. Applications process	4
i. Portfolio of Evidence	4
ii. Part 1 and Part 2 examination	4
b. Examination fees	4
c. Post-qualification experience	5
5. Time restrictions on completing the Diploma	5
6. Infringement of the regulations	5
7. Plagiarism	5
8. Appeals	5
9. Withdrawals from the examination	6
10. Exemptions	6
11. Appointment of examiners	7
12. Feedback to candidates	7
13. Procedure for successful candidates applying for membership of the faculties	7
14. Procedure for registration of Diploma with the General Dental Council (subject to GDC approval)	7
15. Disability and equal opportunities	7



1. Introduction

This document contains the regulations for the Diploma of Membership of the Joint Dental Faculties at The Royal College of Surgeons of England ('the MJDF'). The faculties are the Faculty of General Dental Practice (UK) and the Faculty of Dental Surgery (the FGDP(UK) and FDS).

a. Aim of the assessment

The assessment is offered by the two faculties to assess the acquisition of competencies set out in the UK foundation training curriculum.

The aim of the MJDF examination is to assess knowledge, application of knowledge and candidates' understanding of the structures and processes required to provide quality-assured dental healthcare after completion of a two-year foundation programme for all dental graduates, whether they are pursuing a career in general or specialist practice, in either primary or secondary care.

The assessment is not limited to recent graduates and is open to all practitioners.

b. Further information

Further information is published by the two faculties to guide candidates through this assessment. See in particular the *Information for Candidates* document which can be downloaded from the MJDF website at www.mjdf.org.uk.

c. General Dental Council policy on registering additional qualifications

At the time of publication (April 2010), the General Dental Council is not accepting new applications for registrable qualifications pending a review of its policy for approving such applications. On completion, the faculties will apply to the GDC for recognition as a qualification.

2. Eligibility for the award of the Diploma

The Diploma of Membership of the Joint Dental Faculties at The Royal College of Surgeons of England may be granted to those who:

- a. Possess a primary dental qualification acceptable to the Boards of the dental faculties at The Royal College of Surgeons of England, and should normally be registered to practise dentistry in their country of residence;



- b. Have completed 24 months' full-time postgraduate experience in dentistry. Normally, equivalent part-time experience will be acceptable if gained over a period of four years;
- c. Have passed Parts 1 and 2 of the examination and have satisfactorily completed a portfolio of workplace-based evidence in accordance with the requirements set out in section 3 of these regulations.
- d. Have complied with all the regulations.

3. Assessment structure

a. Portfolio of Evidence

The Portfolio of Evidence consists of five parts:

- i. A portfolio providing evidence of core clinical and professional skills drawn from the candidate's foundation training environment.
- ii. Presentation of an audit or research project.
- iii. Presentation of a clinical case, or a case based clinical presentation or study, or a record of assessment of work based competencies (as part of a two year FT training programme)
- iv. A curriculum vitae.
- v. A record of continuing professional development activity and a personal development plan.

A proportion of assessed portfolios will be required to be submitted centrally for quality assurance and probity assurance purposes. **The award of the qualification will be withheld until the portfolio is submitted.**

Further information on the preparation and assessment of the Portfolio of Evidence is contained in the *MJDF Portfolio Guide* which can be downloaded from the MJDF website at www.mjdf.org.uk.



b. Part 1 examination

- i. This examination will be held at least twice a year.
- ii. It will consist of one paper, based on the foundation training curriculum, assessing knowledge and applied knowledge. This will include different formats of multiple choice questions and multiple short answer questions.
- iii. Part 1 will stand alone, candidates being awarded either a pass or fail.
- iv. Candidates must pass Part 1 before proceeding to Part 2.

c. Part 2 examination

- i. Candidates must have written confirmation of a pass in Part 1 before they may apply to sit Part 2. This should be Part 1 MJDF, the relevant passes in either MFGDP(UK) or MFDS as set out in paragraph 10 of these regulations, or other examinations accepted by, and detailed on the MJDF web pages of, the two faculties.
- ii. This examination will be held at least twice a year.
- iii. It will consist of an assessment using objective structured clinical examination (OSCE) and structured clinical reasoning (SCR) formats.
- iv. The examination will assess clinical skills and competencies and structured clinical reasoning.
- v. This part of the examination may be taken at any point after completion of 12 months in clinical dentistry.
- vi. Candidates will be awarded a pass or fail.

See the *Information for Candidates* document for guidance on the examinations. The document alongside the examination dates are published on the MJDF website at www.mjdf.org.uk.



4. Process for application

Application forms are available from the MJDF Examinations Department, and can be downloaded on the MJDF web pages at www.mjdf.org.uk.

a. Applications process

i. Portfolio of Evidence

Candidates should see guidance accessed at www.mjdf.org.uk for details of the local assessment of the Portfolio.

ii. Part 1 and Part 2 examination

Applications for either Part 1 or 2 must reach the MJDF Examinations Department by the closing date specified on the MJDF website at www.mjdf.org.uk. **Applications received after the date will not be processed.**

Applications for admission to any section of the assessment must be fully completed, accompanied by any supporting information specified in the application form and the full fee payable for any examination.

If an application form is found to be incomplete, it will be returned to the applicant and no action taken until it is returned fully completed with the appropriate fee enclosed. Further guidance on the applications process is included in the *Information for Candidates* document available on the MJDF website at www.mjdf.org.uk

Please note that candidates can be allocated to any of the dates within the Part 2 examination. **The Examinations Department are unable to consider requests for a specific examination date.**

b. Examination fees

Fees payable for assessment of the Portfolio of Evidence, Part 1 and Part 2 examination will be as agreed, and from time to time amended, by the Faculty Boards, and will be set out in the *Information for Candidates* document available on the MJDF website at www.mjdf.org.uk.



c. Post-qualification experience

As set out in paragraph 3 c.v, to attempt Part 2 examination the candidate must have completed 12 months in clinical dentistry before the closing date for the examination. To be awarded the MJDF Diploma, candidates must have completed 24 months in clinical dentistry, as set out in paragraph 2 b.

5. Time restrictions on completing the Diploma

Candidates have the option of commencing the MJDF assessment with the completion of the Portfolio of Evidence or passing the Part 1 examination.

All elements of the assessment must normally be completed within five years of completion of the Portfolio or of passing Part 1, whichever was earlier.

The Portfolio of Evidence may be completed at any point within the five-year period, including after sitting Part 2.

6. Infringement of the regulations

The faculties may refuse to admit to the assessment or to proceed with the assessment of any candidate who infringes any of the regulations or who is considered by the examiners to be guilty of behaviour prejudicial to the proper management and conduct of the examination. See the separate joint faculty policy relating to malpractice.

7. Plagiarism

Any cases of suspected plagiarism will be dealt with in accordance with the separately specified joint faculty procedure relating to plagiarism.

8. Appeals

Appeals will be dealt with in accordance with the separately specified joint faculty appeals procedure relating to assessments.

Candidates who wish to make representations with regard to their eligibility for the examination must address them to the faculties in accordance with arrangements set out in the appeal procedures, and within three months of the initial decision.



Candidates who wish to make representations with regard to the conduct of their assessment must address them to the faculties in accordance with arrangements set out in the appeals procedure, and not in any circumstances to the assessors. Representations must be made to the faculties as specified in the appeals procedure within 28 days of the announcement of the result.

9. Withdrawals from the examination

Candidates wishing to withdraw an application for admission to an examination must do so in writing, and will be refunded the fee less a 20% administrative charge provided that the withdrawal is received before the closing date of the examination.

Candidates who withdraw from the examination after the closing date, or who fail to attend the examination, for which the candidate has been accepted, will not normally be entitled to any refund of fee. The transfer of examination fees to future diets will only be granted under exceptional circumstances, such as on medical or compassionate grounds or other similar event beyond the candidate's control. Requests for transfer of fees must be accompanied by a supporting letter from the candidate's general medical practitioner, postgraduate dental dean or a local tutor in order to be considered.

Requests for a refund under exceptional circumstances, such as on medical or compassionate grounds or other similar events beyond the candidate's control, must also be accompanied by a supporting letter from the candidate's general medical practitioner, postgraduate dental dean or local tutor in order to be considered. The supporting material must also explain the reasons why the fees cannot be deferred.

Failure to comply with the condition of the regulations, or failure to meet the eligibility requirements, will not be considered sufficient grounds for a refund.

The faculties reserve the right to review admission to the examination on an individual basis in exceptional circumstances.

10. Exemptions

Candidates who have gained a pass in an equivalent examination acceptable to the two faculties are exempt from Part 1 of the MJDF. Details of acceptable examinations will be detailed in the *Information for Candidates* document available on the MJDF website at www.mjdf.org.uk.



11. Appointment of examiners

The appointment of examiners will be carried out in accordance with such procedures as are agreed by the Boards of both faculties.

12. Feedback to candidates

Feedback will be provided to all unsuccessful candidates with their result letters. Any successful candidate wishing for feedback will need to request this in writing.

13. Procedure for successful candidates applying for membership of the faculties

Successful candidates will be eligible for joint membership of the two faculties for a period of three years following completion of the MJDF Diploma. At the end of this three-year period, holders of the MJDF Diploma may choose to join either Faculty or continue with membership of both, in accordance with such membership categories and fees that may be prescribed at that time.

14. Procedure for registration of the Diploma with the General Dental Council (subject to GDC approval)

Subject to the considerations in paragraph 1 c, the successful candidate's name will be added to a list sent to the General Dental Council for registration of the candidate's diploma as an additional qualification.

15. Disability and equal opportunities

Regulations relating to disability and equal opportunities are detailed in the joint faculties' policy statement.

Publication date: 5 April 2007

Amended: 20 April 2009

Amended: 10 May 2010

(Regulations subject to ratification by College Council)