General Dental Council

Specialist List Assessed Application Pack

All Other Specialties

Contents

Section 1 – About this application pack

1. Important note

You are only able to apply to be on a Specialist List if you are registered as a dentist in the UK with the General Dental Council.

Please read this form and guidance carefully to ensure you are applying through the correct route before submitting your application.

2. Route to gain entry to the Specialist List in All Other Specialties

You are eligible to join a Specialist if you hold a specialist qualification or qualifications with relevant knowledge, skill, and experience.

3. How to use this application pack

The Specialist List Assessed Applications process will consider whether you have knowledge, skills, and experience equivalent to that gained by completing a Certificate of Completion of Specialist Training (CCST) in the UK. The evidence you provide will be used to make that assessment. It is therefore essential that you provide sufficient evidence to demonstrate how you meet each of the Higher Learning Outcomes (HLOs) contained in the relevant Specialty Curriculum for the specialty you are applying for.

The purpose of this application pack is to help and guide you in making your application. It covers what you should provide, based on the types of evidence we expect to see to demonstrate equivalence, and how to present this evidence to us.

To achieve a successful outcome, it is essential that you follow the guidelines contained within this document. Failure to comply with this guidance may result in an application being considered incomplete, in which case it will not be assessed.

The information below will support you and help ensure your application will progress to a panel for consideration.

Making a false declaration in this application will result in a negative outcome and may put your GDC registration at risk.

4. Data Protection

Under the UK General Data Protection Regulation, General Data Protection Regulation ((EU) 2016/679) and Data Protection law, the GDC processes personal data, like the information in your application, because the processing is necessary for the exercise of the GDC's statutory functions; and the processing is also in the substantial public interest.

Information about how the GDC will use and share the information you give us, the various rights you have in connection with any personal data about you that is held by the GDC, and how long we will keep your information for can be found in the privacy notice and in the guidance accompanying this form.

Your portfolio of evidence should not contain any patient names, addresses or full-face images. Any patient names and addresses must be removed from your documentation and if you are using images, please ensure the eyes are covered. Please note that if the GDC receives a logbook with these details not anonymised, the whole application will be returned.

5. Payment

There is a fee to join the Specialist List of £345.

There is also an annual retention fee of £72. If you are applying to join a list in November or December you will need to pay the annual specialty retention fee of £72, for the following year.

If your application is successful, we will request payment. Payment can be made using a credit or debit card on our e-payment portal, eGDC. You will be automatically added to the Specialist List once your payment is complete and you will be able to use the title of Specialist.

Please make payment within 14 days of receiving your payment request, otherwise your application may be delayed or cancelled, and your application documents returned to you.

If you wish to have any of the documents you have submitted returned, please identify them accordingly and tick the box on the application form. There is a £10 charge for this service.

6. Notification of outcome

The GDC will acknowledge receipt of your application within 10 working days. If any further information is required, the GDC will contact you within one month of receipt of your application. We also aim to notify you of the outcome of your application within four months of this date, providing full supporting documentation is in order.

Section 2 – How to present your evidence

1. Format of evidence

Applicants should submit their evidence in the form of a portfolio.

• **Portfolio size** – Portfolios should be succinct and relevant to the competencies/HLOs being assessed. You are only required to demonstrate each competency once. **Inclusion of unnecessary or unhelpful materials is likely to make it harder to assess your application, and assessment may take longer than necessary.**

• **Portfolio structure** – The evidence you should include in your portfolio is outlined in Sections 4 and 5 below.

• **Summary Information Sheet** – **A Summary Information Sheet is available with the application form below that you can use to structure your portfolio**. It will help you map your evidence provided in your portfolio to each of the HLOs/competencies set out in the CCST curriculum. In that way, you can clearly demonstrate how you meet each competency, and direct the panel assessing your application to the relevant evidence. This will make it easier to assess your application. You may find it helpful to refer to the expectations of UK CCST trainees.

2. Original documents

We advise against sending original documents and we do not take any responsibility for documents that are lost in the post. As mentioned above, there is a £10 charge for the return of any of the documents you have sent us, which will be requested after your application has been processed.

3. Certified copies of original documents

The GDC's guidelines for the certification of copies of original documents are as follows:

a) The document should be first generation photocopy (i.e., a photocopy of the original document, not a photocopy of a photocopy or a fax).

b) The person certifying the copy of the document should be a Notary Public, Commissioner of Oaths, Justice of the Peace, lawyer, solicitor or an authorised officer of an embassy or consulate.

c) The person certifying the copy must confirm in English in writing that they have inspected the original document and that the copy of the document they are certifying is a true copy of the original document.

d) The person certifying the copy must also write on the copy their full name, address and if they do not have a stamp, their professional status. They must then sign the copy.

e) The person certifying the document cannot be the applicant themselves, a relative or their partner/ spouse, even if their professional status is one listed in point (2).

4. How to present your unbound photocopies with your application

After you have completed the application form and the covering Summary Information Sheet and prepared the documents required, please sort them into a bundle with each section clearly identified, preferably with section dividers.

The photocopied bundle will be digitalised so please ensure it meets the following requirements:

a) Photocopied onto A4 size paper only.

b) Each copy is clearly legible and accurately corresponds with the original bundle.

c) There are no staples, plastic wallets, ring binders and/or folders.

d) We do not accept books and material on electronic format such as discs and USB sticks.

e) For the syllabus, the translated documents should be kept separate from the original language.

Please note, we are unable to process an incomplete application, and so your bundle will be returned if any documents are missing or do not meet the above requirements.

5. Translations

All documents not originally in English must be translated according to the GDC's standards:

a) A qualified translator must produce the certified translation

b) The translation must be submitted a photocopy of the specific document

c) The translator must confirm in English writing that the translation is an exact translation of the copy attached, and

d) The translator must provide their contact details.

e) The Council will not accept a translation of a translation (e.g., a Polish diploma translated into German, then to English from German is not acceptable).

Section 3 – What evidence to provide with your application

Specialist qualification or qualifications with relevant knowledge, skill, and experience

You must include all the required documentation regarding your specialist qualification set out in the table at Section 4 below. The documentation must be issued by the institute that awarded your qualification.

Please note: You must demonstrate that you have knowledge, skill and experience equivalent to what you might reasonably have been expected to have acquired if you had undertaken the training required for the award of a CCST.

You should therefore refer closely to the relevant CCST curriculum when putting your application together, and make sure your evidence shows how you meet each of the Higher Learning Outcomes.

Please see sections 4 and 5 for suggested portfolio evidence required for your application.

Section 4 – Advice on presentation of portfolio evidence

	Structure for submission of portfolio evidence

A copy of your curriculum Vitae	Please include a copy of your Curriculum Vitae detailing a complete record of post-graduate study, including relevant membership/fellowship exams, research, teaching and employment to date.
	
	It may be helpful to include:
	
	• **Evidence of your recent Personal Development plans or appraisal**
	
	o Copy of recent NHS appraisal within past 12 months (if applicable)
	o PDP relating to competencies
	o [Access the PDP guidance and template](#)
	
	• **Evidence of Continuing Professional Development**
	
	o Continuing Professional Development Log and certificates
	o Please only include courses and reflections relevant to the competencies within the relevant specialty curriculum and been undertaken in the last three years
	o [Access the CPD guidance and template](#)
	
	• **Evidence of teaching, training and supervision including research activities (where applicable)**
	
	o Evidence related to formal training in teaching and training (e.g., courses undertaken)
	o Experience of teaching healthcare students/professionals including:
	   - Curriculum and or programme development
	   - Assessment of UG and PG examinations
	   - Supervisory role in training
	   - The frequency of the teaching should be clearly indicated
	   - Formal feedback should be included where available
	o List of PhD Projects and Students that you have supervised (primary or secondary) to completion (date name of candidate and title of project).
	o List of master's degree projects and students supervised (primary or secondary) to completion (date name of candidate and title of project).
	
	• **Quality improvement activities (including clinical audits and quality improvement projects) and service developments**
	
	o Title
	o Date
	o Trust and registration number
	o Lead or collaborator
	o Number of cycles
	o summary of outcomes
	o Resultant change in practice or delivery
	o Implementation of change date

	Structure for submission of portfolio evidence
Evidence of Specialist Training Programmes	• A certified copy of your specialist qualification. • Details of the entry criteria for the course which should include qualifications and training requirements. • A copy of the training course/programme syllabus or curriculum, specific to your training period[1]. This must be authenticated by the Dean, Head of School or Program Director of the educational Institute or hospital where the course was undertaken. • Details of the duration of training. • Details of training environment (hospital, primary care setting, university, country). • Details of how you were supervised including the names and qualifications of your supervisors. • Details of how you were assessed during your training e.g., examinations, coursework etc. and the outcomes of those assessments. • Link to list of UK recognised qualifications.

Evidence of Academic or Research Work/ Projects	• **Evidence of any postgraduate qualifications derived from academic or research work including:**
	  o Certificates
	  o The title and an abstract of any thesis
	  o Authenticated copy of the syllabus
	
	• **Details of research projects you have been involved in:**
	  o Details of grants awarded
	  o Abstract of publications
	  o List of your PubMed cited publications including authors.
	  o List of cited non peer reviewed publications.
	  o Link to your research gate profile
	  o H Index and Orchid registration number
	  o Names and contact details of supervisors
	  o Ethics applications (date, title, and ethics panel)
	
	• **Research presentations and invited lectures:**
	  o Title of the presentation
	  o Forum name (local/regional/national/international)
	  o Poster or oral presentation
	  o Date
	  o Any feedback you received
	
	• List of PHD projects and students you have supervised (primary or secondary) to completion (date name of candidate and title of project).
	• List of Masters degree projects and students supervised (primary or secondary) to completion (date name of candidate and title of project).
	• Outline of your clinical or other responsibilities and the ways in which these are de-ployed e.g., in specialised clinics or specialised laboratory or diagnostic services.
	• Ethics applications (date, title, and ethics panel).

1. If the exact course curriculum/syllabus is not available, you will need to provide an authenticated copy of the current syllabus. The university will need to provide an accompanying letter with the syllabus outlining the differences of the current syllabus and the one you studied.

	Structure for submission of portfolio evidence
Clinical Caseload Logbook	• The logbook should be broken down into sections, one for each post you have held. • **Each section must be validated by your named trainer/teacher/clinical lead for that post, with the following included:** o Full name printed of person validating o Signature of person validating o Job title of person validating o Date o Stamped o Must say "this is a true and accurate record of the work carried out" • **For each patient, the logbook should include (where applicable):** o Patient identifier (anonymised) o Age of patient at start of treatment o Your role (supervisor/main operator/assistant/observer) o Whether patient started treatment with you or whether they transferred to you during treatment (New (N) or Transferred (T)) o Date patient first and last seen by you o Total number of visits with you o Status of patient when last seen by you e.g., in retention or transferred to another operator o Named supervisor o Brief treatment plan ### Guidance notes for completing your logbook **Please make sure patient details are anonymised. If the GDC receives a logbook with these details not anonymised, the whole application will be returned.** • **You may wish to use [eLogbook](#) which is currently used by some UK CCST trainees and is free to register for online.** o If you use elogbook, please remember that you will need to download your log-book into a spreadsheet so that it can be validated as specified above. o It should be formatted so that it is easy to read and contains the information specified above. o Please note, 'consolidation reports' or 'validation reports' generated by eLog-book do not contain all the information outlined above. • You should map your logbook activity to the Learning Outcomes set out in the relevant curriculum, using the **Summary Information Sheet provided on the [GDC website](#)**.

		Structure for submission of portfolio evidence
Supervised Learning Events (SLE) and Work Based Assessments	Evidence of SLEs and WBAs	• You should aim to include at least 30 SLEs or WBAs in your portfolio, using a range of different assessment modalities, such as the ones outlined below (the expected number may differ depending on the specialty you are applying for). • Your SLEs/WBAs will be assessed relative to the competency expected for CCST level and in line with Intercollegiate Surgical Curriculum Programme (ISCP) levels (where appropriate). • If applicable, you can submit the ISCP forms. • SLEs/WBAs must be validated by clinical trainers and should include details of how you were assessed during your training and the outcomes of these assessments. • Evidence must include (where relevant) date /role/ name of supervisor with signature for all SLEs/WBAs.
	Evidence of peer review	• You should understand the range of roles and expertise of team members to com-municate effectively to achieve high quality service for patients. • Multi-Source Feedback (MSF) also known as "peer assessment" or "360° assess-ment", is a method of assessing professional competence within a team-working en-vironment and providing developmental feedback. • You should aim to include MSF, or 'peer assessment' or '360° assessment' or a similar type of assessment done within the last 3 years.
	Direct Observation of Procedural Skills (DOPS)	• Direct Observation of Procedural Skills (DOPS) is an assessment tool used in the clini-cal setting to assess a clinical skill in the workplace. It involves an assessor observing you performing a practical procedure within the workplace e.g., real patient, real time and real place. • DOPS are applicable to short, diagnostic, and interventional procedures, or part proce-dures, which comprise relatively few steps. • They can assess the competence of a trainee to perform a procedure and provide feedback when learning a new procedure. • Each DOP should represent a different clinical problem covered by the curriculum and have come from a range of clinical settings. • You should aim to include at least 15 DOPS to demonstrate equivalence to CCST (this may vary between the different specialties).
	Procedure Based Assessment (PBAs)	• PBAs assess a trainee's technical, operative, and professional skills in a range of spe-cialty procedures or parts of procedures during routine surgical practice up to the level of certification. • PBAs provide a framework to assess practice and facilitate feedback to direct learning. • You should aim to include at least 15 PBAs to demonstrate equivalence to CCST (this may vary between specialties).
	Case Based Discussions (CBD)	• CBD uses the records and investigations of a case (for which the applicant has been personally responsible or involved in) as the basis for dialogue between the trainee and the assessor/clinical supervisor to explore the knowledge, judgement, and clinical reasoning of the applicant.
	Clinical Evaluation Exercise (CEX)	• The CEX is a consultation or discussion conducted by the applicant, which is observed and critiqued by a trainer/assessor. It is used for the assessment and feedback of a clinical consultation.

		Structure for submission of portfolio evidence

Supervised Learning Events (SLE) and Work Based Assessments	Reflections	• Written reflections of clinical encounters can be used to demonstrate the core compe-tencies where they are relevant.
		• A reflective summary should include a discussion of how you apply your knowledge or have learned from your own practice. It is necessary to relate what you have learned directly to your practice.
		
		• **For useful guidance on reflective practice, see:**
		  o ISCP Reflective Log
		  o <u>Enhanced CPD supporting documents</u>
		  o <u>Ten key points on being a reflective practitioner - GMC</u>

References		At least two original reference letters from senior colleagues who are registered and practicing in the relevant specialty testifying to your knowledge and experience in that specialty. **Please note character references will not be accepted as part of your application.**

Section 5 – Application form

Application for entry to the GDC's Specialist Lists

This application form is not for entry to the Orthodontic or Oral Surgery Specialist Lists – separate application packs are available for these on the specialist lists section of our website gdc-uk.org.

This application form and accompanying documents should be posted to:
General Dental Council
Registration Department
1 Colmore Square
Birmingham B4 6AJ

For queries phone: +44 (0)20 7167 6000 or email: assessments@gdc-uk.org

Section 1 – Your details (please complete in BLOCK letters):

Title: Mr   Ms   Miss   Mrs

First names:...

Surname:..

GDC Registration no:

Nationality:..

Address: **This is the address you use for your GDC registration**

....

....

....

Postcode:...

Other contact details

Daytime tel. no.:...

Email address:...

Section 6 – Basis of application

I am applying for entry onto the following Specialist List (please tick)

Dental & Maxillofacial Radiology

Periodontics

Dental Public Health

Endodontics

Oral Medicine

Oral Microbiology

Oral & Maxillofacial Pathology

Paediatric Dentistry

Prosthodontics

Restorative Dentistry

Special Care Dentistry

Please note: you should submit a separate application for each Specialist List you wish to join.

Payments

If you wish to have any of the documents you have submitted returned please identify them accordingly and tick the box below. There is a £10 charge for this service.

I have documents that I want returned and will pay £10 on request

Signature

I declare 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:..

Section 7 – Summary Information Sheet

You should use the relevant Summary Information Sheet for your specialty to demonstrate how you meet each of the Higher Learning Outcomes in the relevant curriculum.

You can find the relevant Summary information Sheet on the GDC website for your specialty on the GDC website.

The Summary Information Sheet lists:

• Each of the HLOs that you need to meet
• The suggested form of evidence you should include in your portfolio that demonstrates that you meet the HLO
• A section for you to complete explaining how you can demonstrate that you meet that HLO
• A section for you to complete explaining where, in your portfolio, the evidence for meeting this HLO is provided

The purpose of the Summary Information Sheet is to help you consider what evidence to provide. It will help you ensure that you have included sufficient evidence to demonstrate you meet all the HLOs set out in the curriculum.

You should satisfy yourself that you have provided the right types of evidence we need to see to assess your application. It will also help ensure that you do not provide excessive information that does not demonstrate how you meet specific HLOs.

PLEASE NOTE: You are only required to evidence each competency once and each piece of evidence may demonstrate multiple competencies.

Annex 1 – Example Clinical Logbook

Your clinical logbook should demonstrate various competencies achieved, including reflection. It should not merely be a list of procedures undertaken.

Location	Date	Age	Category e.g., oral surgery, special care	Brief description of treatment undertaken	Comments and Reflection

Glossary

CBD – Case Based Discussions

CCST – Certificate of Completion of Specialty Training

CEX – Clinical Evaluation Exercise

CPD – Continuing Professional Development

DOPS – Direct Observation of Procedural Skills

HLO – Higer Learning Outcome

ISCP – Intercollegiate Surgical Curriculum Programme
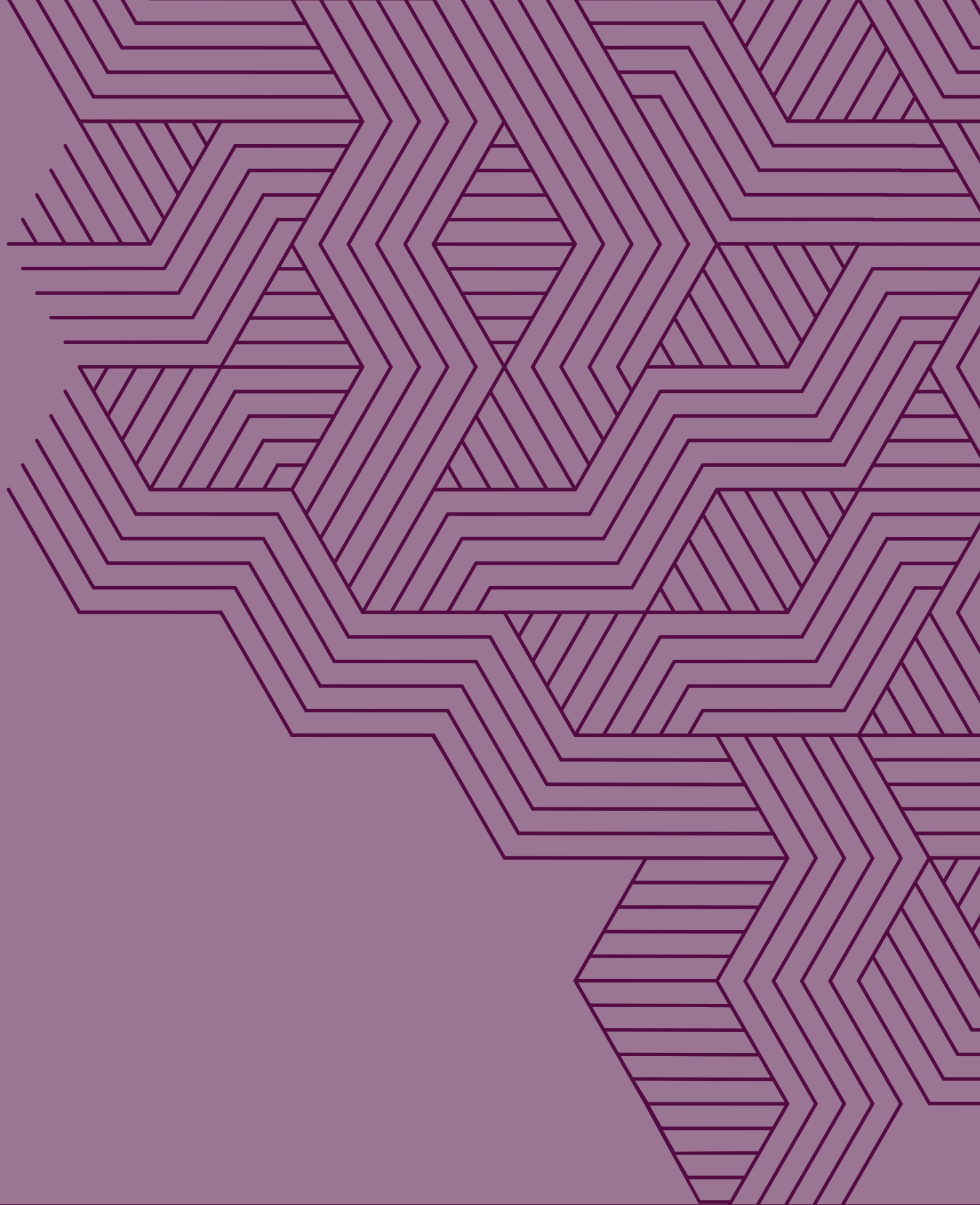
MSF – Multi-source Feedback

PBA – Procedure Based Assessment

PDP – Personal Development Plan

SLAA – Specialist List Assessed Applications

SLE – Supervised Learning Events

WBA – Work Based Assessments