

# Certified Practitioner in Endodontics Application and Assessment Protocols

The College of General Dentistry (“the College”) is committed to providing a transparent and fair application and assessment process for eligible dentists to be considered for the credential of [Certified Practitioner in Endodontics](#). The protocols below are written for the benefit of (1) applicants, (2) referees, (3) the Assessment Panel, and (4) the Assessment Board.

## Applicants

### *Eligibility*

To be eligible to apply for a Certified Practitioner in Endodontics credential, applicants need to

- be registered with the General Dental Council;
- be in good standing with the General Dental Council;
- be able to provide a referee who meets the requirements below (see “Referees”);
- hold a current license to practise dentistry without restriction;
- hold and maintain the appropriate indemnity or insurance for providing the services set out in the application.

It is the applicant’s responsibility to

- check that they are eligible on all counts to apply for Certified Practitioner in Endodontics recognition.

It is the College’s responsibility to

- ensure that a suitably qualified Assessment Panel considers and makes reasonable decisions on applications from eligible applicants.

### *Adjustments and other arrangements*

The College is committed to providing supportive and fair opportunities to all prospective Certified Practitioners. Reasonable adjustments are steps taken to ensure candidates are not disadvantaged by reason of disability (as defined in the Equality Act 2010) or other conditions or circumstances that could potentially disadvantage and prevent them from demonstrating their competence. Reasonable adjustments can be made, for example, through provision of, or submission of, materials in alternative formats.

The legal obligation to provide reasonable adjustments does not mean lowering the competence standards required. All candidates must meet the eligibility requirements and demonstrate their competence to the same standard.

Requests for adjustments and other arrangements must be made at the earliest opportunity by contacting [contact@cgdent.uk](mailto:contact@cgdent.uk) and by clearly setting out the nature of the support or adjustment needed.

The College will consider each request individually and will aim to advise of a decision within 30 days. The College will then implement the adjustment or other arrangement to enable the applicant to complete their application.

If an applicant believes that their adjustment or other arrangement was not handled in line with the application and assessment protocols, they may submit a complaint to [contact@cgdent.uk](mailto:contact@cgdent.uk). See “Complaints” below.

The College will record and evaluate all applicant requests, outcomes and feedback to ensure consistency in its approach to making adjustments and other arrangements. The data relating to any agreed adjustment or other arrangement will be retained until the applicant has been granted a Certified Practitioner credential or until two years have elapsed, whichever is sooner.

It is the applicant’s responsibility to

- make the College aware, at the earliest opportunity, if they need an adjustment or other arrangement to enable them to make their application.

It is the College’s responsibility to

- consider their request, advise the applicant of a decision, and to implement any agreed adjustments or other arrangements
- handle any complaint relating to adjustments and other arrangements sensitively and fairly and to propose a satisfactory and proportionate resolution. See “Complaints” below.

### ***Integrity***

It is the applicant’s responsibility to

- submit an application that is a full, true and accurate account of their own professional work
- tell the College if their status of good standing with the General Dental Council changes at any point during the application process, or if they are under, or become subject to, investigation.

It is the College’s responsibility to

- undertake reasonable due diligence to verify the claims made by applicants and to advise the General Dental Council if serious concerns about the integrity of an application emerge.

### ***ID verification***

Applicants will need to provide one of the following as proof of identity:

- current valid passport (any nationality)
- current full or provisional UK Photo Card Driving Licence
- other government-issued photographic ID (such as a national identification card or biometric residence permit)

The name on the applicant’s ID must match the name with which they are making their application, and the name with which they are registered with the General Dental Council.

If an applicant cannot meet the ID requirements, eg if they are in the process of changing their name, they should contact [contact@cgdent.uk](mailto:contact@cgdent.uk) as soon as possible to discuss their situation.

### ***Evidence required for application***

To commence assessment of an application, the College needs to have received the following in full:

- a CV according to the specification within the required template.
- a logbook of 25 cases according to the specification contained within the required template.
- a portfolio of six cases spanning the specified range of treatment areas to be submitted using the required template.
- a training log or evidence of an accredited qualification (including photos of relevant certificates) or equivalent training that shows acquisition and maintenance of specified knowledge. This should be uploaded to the [evidence portal](#).
- Submission of details of two named referees who are available to provide appropriate references (see “referee” section).
- A clinical audit on any topic related to endodontic practice to demonstrate engagement of the candidate in a Quality Improvement Process. The submission should be a report of the audit, which will be no more than 4 sides of A4, together with the anonymised data capture sheet.

Templates are available for download from the [application page online](#).

### ***Discussion of cases***

If an application meets the required standard, the applicant will be invited for a discussion of the six detailed cases submitted as a portfolio (from the logbook of 25 cases in total) with the Assessment Panel, to be conducted online. The Panel will ask questions that provide the opportunity for the applicant to demonstrate that they have a full understanding of the cases that they have submitted, and that these cases are the applicant’s own work.

### ***Decisions***

An Assessment Panel is appointed to consider each application by the Assessment Board (see “Assessment Panel” and “Assessment Board” below.)

The Assessment Panel makes a decision based on the written application and the discussion of cases.

Successful applicants will be advised of the decision by the College and will be placed on the College’s register of Certified Practitioners in Endodontics. Unsuccessful

applicants will receive feedback from the Assessment Panel setting out how their application was judged against the assessment criteria and where it did not meet the required standard.

Applicants will be advised of a decision on their application within 30 days unless advised otherwise.

### ***Complaints process***

Applicants who are unhappy with the way the application and assessment process has been conducted, should contact [contact@cgdent.uk](mailto:contact@cgdent.uk) within one month of being advised of a decision setting out their reason(s) for complaint and in what way they believe the application and/or assessment processes have not been properly followed, and providing any relevant evidence.

The College will try to resolve problems informally first. Every effort will be made to resolve complaints quickly and locally with sensitivity and discretion.

Complaints will be dealt with in a confidential manner. Everyone involved in the complaints procedure has a duty to maintain confidentiality. However, for a complaint to be fully investigated and resolved it may be necessary to disclose the identity of the complainant to anyone who may be directly involved in the complaint or its investigation. It may be necessary to provide relevant parties with a copy of the complaint and any evidence relating to it.

- Stage one: a member of College staff will make an initial assessment of the complaint and may contact the applicant to seek clarification or further information. They may propose an informal resolution of the complaint at this stage. If that is not possible, or if the proposed resolution is not acceptable to the applicant, the member of College staff will then decide, within 30 days of the complaint being raised, whether the complaint has sufficient grounds to be taken further and will advise the applicant accordingly.
- Stage two: should the applicant remain unhappy with the outcome at this point, the College's CEO will consider the complaint and propose a proportionate resolution.
- Stage three: if the applicant is not happy with any proposed resolutions at this stage, the Assessment Board will consider the complaint.
- Stage four: if matters are still unresolved, a College Council panel may be convened by the President for the purpose of considering the complaint, but the President will not be part of this panel. The decision of Council is final.

It is important to note that the **only grounds for complaint** are that the application and/or assessment processes have not been conducted in accordance with the protocols in this document. Disagreeing with a decision of the Assessment Panel is not grounds for complaint. If processes are found to have been deficient, changing the decision of the Assessment Panel is not available as a resolution at any of the stages of complaint. Re-running the assessment process is a possible resolution, in

exceptional circumstances, which may or may not lead to a different decision being made.

The College is committed to considering matters of proper concern raised in an appropriate manner. The College reserves the right to reject a complaint which is abusive in content or deemed to be vexatious when it:

- (a) clearly does not have any serious purpose or value;
- (b) is obsessive, persistent, harassing or repetitious;
- (c) is designed to cause disruption or annoyance.

### **Referees**

Referees play a crucial role in verifying that the application that has been submitted represents a full, true and accurate application by the named applicant. Please see the most up-to-date [requirements for referees on the College website](#), including a link to download the referee declaration.

### **The Assessment Panel**

The College has a pool of suitably qualified and trained individuals from amongst its members who may be appointed by the Assessment Board to form an Assessment Panel to consider an application for the credential of Certified Practitioner in Endodontics. The Assessment Panel will consist of at least two people.

Members of the Assessment Panel should not

- have any familial or close personal relationship with the applicant
- be directly financially linked to the applicant.

The Assessment Panel will implement any adjustments or other arrangements to the application and assessment process that have been agreed between the College and the applicant.

The Assessment Panel will give careful thought to whether the evidence before them clearly demonstrates the application requirements (see “the application” section).

Where the written application meets the required standard, the applicant will be invited for a discussion of their submitted cases with the Assessment Panel, to be conducted online. The Assessment Panel will ask questions that provide the opportunity for the applicant to demonstrate that they have a full understanding of the cases that they have submitted, and that these cases are their own work.

The Assessment Panel will carefully consider

- all the evidence submitted by the candidate
- the submission of the referee(s)
- the extent to which the discussion provided evidence that the applicant fully understood the cases that they had submitted, and that the cases were their own work.

The Assessment Panel will then make a decision on the application. The Assessment Panel may refer an application to the Assessment Board if there are circumstances on which the Board should rule, ie that fall outside the parameters of the normal discharge of the assessment function.

Applicants who successfully meet the required standard will be advised of the decision by the College and will be placed on the College's register of Certified Practitioners in Endodontics.

Applicants who do not meet the required standard will be advised of the decision by the College and will be provided with feedback from the Assessment Panel showing how their application was judged against the assessment criteria and where it did not meet the standard.

### **Outcomes**

The only decisions available to the Assessment Panel are:

1. that the applicant has demonstrated that they meet the required standard for them to be recognised by the College of General Dentistry to hold the credential of Certified Practitioner in Endodontics.

**or**

2. that the applicant has not demonstrated that they meet the required standard for them to be recognised by the College of General Dentistry to hold the credential of Certified Practitioner in Endodontics. In reaching this decision, the assessment panel must give clear reasons that directly relate to the assessment criteria and this feedback must be given to the applicant.

### **The Assessment Board**

The Assessment Board is a group of practitioners appointed by the College to oversee the credential of Certified Practitioner in Endodontics. There will be a suitable spread of professional and educational experience across the Board.

The Assessment Board will keep the processes for application and assessment of the credential for Certified Practitioner in Endodontics under review annually and will confirm whether any changes are needed.

The Assessment Board will keep the assessment criteria for decision-making under review annually and will confirm whether any changes are needed.

An Assessment Panel may refer an application to the Assessment Board if there are circumstances in which the Board should rule i.e. that fall outside the parameters of normal discharge of the assessment function.

The Assessment Board may consider third stage complaints (see "Complaints" above).

The Assessment Board receives a periodic annual report on assessment activity that will inform its oversight of the credential.

The Assessment Board is not involved in discussions of individual applications except in the case of complaint or referral by the Assessment Panel.

## **Assessment criteria**

The curriculum and assessment criteria can be [found here](#). This is the key specification against which an Assessment Panel will judge an application. It is the candidate's responsibility to ensure that their application addresses the criteria as precisely as possible so that it is clear to the Assessment Panel how they have met the specified standard.

## **Quality Assurance protocols**

### **The College of General Dentistry**

1. The College will ensure that it has in place administrative systems and resources to support the application and assessment process and to handle documents and data securely.
2. The College will ensure that appointments to the Assessment Board are made such that there is an appropriate spread of professional and educational expertise to oversee the credential of Certified Practitioner in Endodontics.
3. The College will provide periodic annual training for members of the Assessment Board and the pool from which members of Assessment Panels are drawn.
4. The College will give regular opportunities for the Assessment Board and the pool from which members of Assessment Panels are drawn to hold standardisation exercises to ensure consistency of decision-making.

### **The Assessment Board**

1. The Assessment Board will regularly conduct standardisation exercises with the pool of assessors eg where the same sample applications are considered by separate assessors and the recommended outcomes compared and discussed. These exercises should feed into ongoing review of assessment criteria.

### **The Assessment Panel**

1. The Assessment Panel will ensure that application and assessment protocols are followed and that the Panel's decision-making is informed only by the parameters of these requirements.
2. The Assessment Panel will ensure that the discussion of cases with the applicant is focused on enabling the applicant to demonstrate that they have a

full understanding of the cases submitted and that these cases are their own work.

3. Members of the Assessment Panel shall ensure that they have attended appropriate training and participated in standardisation exercises.