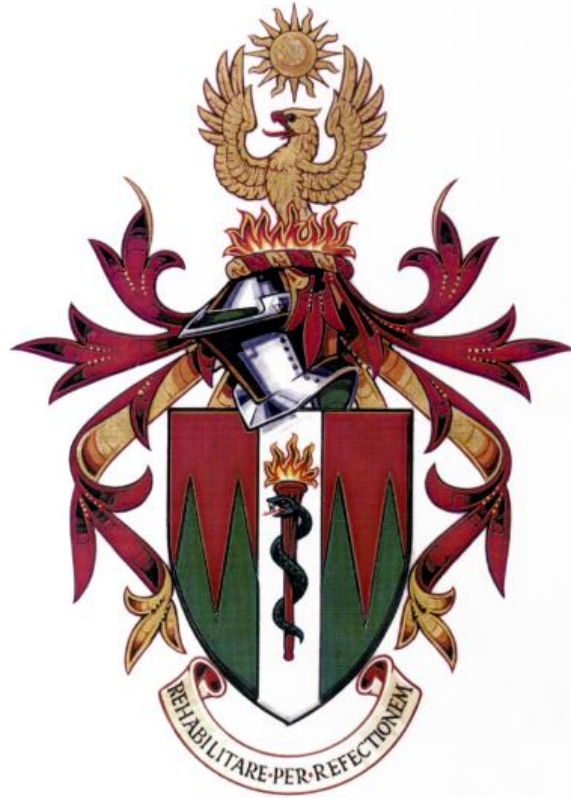


# *The Institute of Maxillofacial Prosthetists & Technologists*



Application for Full Membership (MIMPT)

## **Assessment Interview Board (AIB)**

Preparation document

*A working document as confirmed by the IMPT membership – 24th May 2002*

## Glossary of Abbreviations:

MfP	Maxillofacial Prosthetist
IMPT	Institute of Maxillofacial Prosthetists & Technologists
FIMPT	Fellow of The Institute of Maxillofacial Prosthetists & Technologists
MIMPT	Full Member of The Institute of Maxillofacial Prosthetists & Technologists
AIMPT	Associate member of The Institute of Maxillofacial Prosthetists & Technologists
AIB	Assessment interview board
CPD	Continued Professional Development

### 1) Caveat:

It is the SOLE responsibility of the Applicant to –

- 1.1) Read and understand this document. The Applicant must contact an IMPT Officer of Council with queries regarding an application.
- 1.2) Make arrangements to attend the AIB as formally directed.
- 1.3) Ensure all relevant documentation is obtained, copied, and forwarded to the correct designated recipient by due dates.
- 1.4) Provide a Portfolio of Evidence for examination by the AIB.
- 1.5) Ensure all payment(s) be made to IMPT prior to the AIB and that payments are in order by due dates.
- 1.6) If any of the above elements are deemed by the AIB to be incorrect, incomplete or untruthful at the time of assessment the application will be unsuccessful.
- 1.7) If, after an AIB episode, any part of supporting evidence is subsequently proven to be incorrect or untruthful, an Applicant's Membership status will be brought into question and IMPT disciplinary procedure instigated.

## 2) Introduction

- 2.1) The role of the MfP has changed considerably in recent times.
- 2.2) The modern MfP is now a reconstructive scientist with a significant degree of autonomy, clinical responsibility and designated resources.
- 2.3) In the interests of patient care, and to best serve the public, it is the responsibility of supervising authorities within the UK to assess a healthcare professional's fitness to practice and grant formal status to those who meet required criteria.
- 2.4) At the completion of an accepted period of education and training an individual may apply for Full Membership status of IMPT.
- 2.5) The role of the AIB is to formally consider such requests and examine all relevant details.
- 2.6) The AIB will, on the evidence presented before them, make a decision on an Applicant's suitability to be advanced to Full Membership status.

## 3) Re-Applications

- 3.1) An individual may re-apply for Full Membership after being removed from IMPT roll following loss of good standing.
- 3.2) It is the role of the AIB to consider re-application requests and examine detail pertaining to removal from IMPT roll.
- 3.3) Details concerning specific documentary evidence, required to support a re-application to IMPT, are not covered in this document. Such information, as relevant to each reapplication, can be obtained, on request, from the IMPT Honorary Registrar.

#### 4) Prior to the AIB

- 4.1) The Applicant must provide all required written documentation prior to the AIB.
- 4.2) The Applicant must provide **FOUR** copies of each item of documentation prior to the AIB date. Copies will be sent, by Recorded Royal Mail, and received by the AIB Chairman no later than **THIRTY DAYS** prior to the arranged AIB date.
- 4.3) Copied documentary evidence must include the following:
  - IMPT Full Membership Application Form correct and in order.
  - Certificates of relevant professional qualifications.
  - Certificates of [short] training courses attended.
  - Current job description.
  - Written confirmation, from the Applicant's Human Resources department, confirming job description, job title and commencing date for current post.
  - Letter of reference from Applicant's Consultant HCS MfP confirming, employment history and vocational experience.
  - A current Curriculum Vitae.
  - Report written by Applicant (max 250 words) summarising career to date.
  - Certificates for conferences & seminars attended by applicant
  - Written evidence of attendance at work placements or rotation(s) if applicable.
  - Any other documentation Applicant considers relevant
  - Disclosure and Barring Service check (DBS) issued within six months of application

## 5) Education Requirements

5.1) Following the October 2011 meeting of IMPT Council, a decision was reached stating that the following qualifications are required for individuals applying for the Assessment Interview Board (AIB).

- **Diploma in Professional Studies (Maxillofacial Prosthetics and Technology)** Manchester Metropolitan University. Applicants with this qualification must apply by the first day of January 2015.
- **MSc in Maxillofacial & Craniofacial Technology** (Kings College, London).
- **MSc in Maxillofacial Prosthetic Rehabilitation** (Kings College, London). Applicants must also complete additional modules in Craniofacial Development, Osteotomy and Trauma at KCL before applying for AIB. They must also be mentored by a full member of the IMPT during the course programme.

- **MSc in Reconstructive Science** STP students to use the OLAT system as part of certificate which replaces the log book. Case studies that are submitted may be case studies that the student has completed while training.

Case studies must be no older than three years. If this is the case, applicants must refer to the re application document.

Certificate of competency must be attained prior to AIB and all OLAT competencies completed. All other application methods must be followed in conjunction with the applicants' checklist (12) where applicable.

## 6) The Portfolio of Evidence

- 6.1) Applicant will provide a Portfolio of Evidence for examination. This will be submitted with all other documentary evidence not less than thirty days prior to AIB.
- 6.2) The portfolio of chosen case studies must be submitted on read only memory sticks. The drives must be encrypted to comply with current legislation and the password should be sent to the AIB Chairman under separate cover, i.e. email or separate post.
- 6.3) The Portfolio of Evidence should include a minimum of one case study or portfolio in **four** of the following areas outlined (a to g) below. Each case study must include clinical images with written evidence demonstrating Applicant's practise under minimal supervision in maxillofacial prosthetics:
- a) **Orthognathic planning** (i.e. bimaxillary or single jaw osteotomy.)
  - b) **Oral Surgery / Dental Prosthetics** (i.e. Obturation, implant retained oral prosthesis, dressing plates or trauma splints.)
  - c) **Facial prosthetics** (i.e. Implant or adhesive retained auricular, orbital, nasal or ocular prosthesis.)
  - d) **Body prosthetics** (i.e. Nipple-areola, breast, leg, and arm or finger prosthesis.)
  - e) **Deep buried Implants** (i.e. Cranioplasty, facial, chest, eyelid or condular.)
  - f) **Dynamic Splint Therapy** (i.e. keloid, burns, hand or complex intra oral splints.)
  - g) **Other** (i.e. micro pigmentation, cosmetic camouflage or complimentary services.)
- 6.3) Evidence should include the applicants Continual Professional Development (CPD) folder with a verified minimum of 30 hours CPD consisting :
- Certificates of conferences and seminars attended.
  - Evidence of reflective practice.
  - log book
- 6.4) 45 marks is the maximum awarded for each case study to be submitted on a **read only USB stick** (THE PORTFOLIO). Memory device will be duplicated four times by the candidate (one copy is sent to each panel member and one copy retained for IMPT record).
- 6.5) Marking scheme for each case:
- |  |  |           |
|--|--|-----------|
|  | Presentation   | 5         |
|  | Analysis of case and condition                           | 10        |
|  | Justification of materials selected/retention/techniques | 10        |
|  | Photographs  | 5         |
|  | Feedback   | 5         |
|  | Review/ conclusion                                       | 10        |
|  | <b>Total</b>   | <b>45</b> |
- 6.6) 180 maximum for all four
- 6.7) pass mark 108 = 60%
- 6.8) Must get 50% at least on each section i.e. interview and case studies
- 6.7) please ensure that all case studies are saved as PDF. Check memory devices can be opened by panel as it is difficult to assess a portfolio if it cannot be opened.

## 7) Payment

7.1) If the Applicant is an IMPT Associate Member in good standing:

- 1 x cheque payment of £180.00
  - Cheques are made payable to *The I.M.P.T.*
  - Payment is sent direct to the AIB Chairman who must be in receipt of the cheque no less than thirty days before AIB date.
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7.2) If the Applicant is making their first formal application to IMPT:

- 1 x cheque payment of 1 x £180.00
  - +
  - 1 x cheque payment of £130 (£30 Common Entry + £100 first annual subscription)
  - Cheques are made payable to *The I.M.P.T.*
  - Payment is sent direct to the AIB Chairman who must be in receipt of the cheque no less than thirty days before AIB date.
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7.3) If the Applicant is making a re-application to The IMPT after loss of good standing:

- 1 x cheque payment of 1 x £180.00
  - +
  - 1 x cheque payment of 1 x £130 (£30 Common Entry + £100 annual subscription)
  - +
  - 1 x cheque payment for £ Arrears + late payment fee. Arrears, late payment fee or outstanding expenses accrued by the Applicant must be made good prior to the AIB by separate cheque.
  - Cheques are made payable to *The I.M.P.T.*
  - Payment is sent direct to the AIB Chairman who must be in receipt of the three cheques at least 30 days before the AIB date.
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- 7.4) DO NOT WRITE OUT ONE CHEQUE FOR MULTIPLE PAYMENTS. This will not be accepted as correct payment and application will be forfeit.

## 8) AIB panel members

- 8.1) The AIB is comprised of four members.
- 8.2) **AIB Chairman:** An Officer of IMPT Council, the AIB Chairman will oversee process, direct questioning, summarise the decision making and ensure constitutional integrity. The AIB Chairman does not hold a vote.
- 8.3) **Working Fellow:** A Fellow of IMPT who will question the Applicant on professional and ethical matters and will hold **one** AIB vote.
- 8.4) **Professional Development Assessor:** An Officer of IMPT Council who will question the Applicant regarding ethics, training, experience and qualifications and will hold **one** AIB vote.
- 8.5) **Independent Advocate:** An individual not professionally linked to reconstructive sciences and will assess, from a third party perspective, the Applicants suitability. The Independent Advocate will also ensure fair process, as far as conceivably possible, and hold **one** AIB vote.

## 9) Assessment Interview

- 9.1) During the AIB all documentary evidence is examined and confirmed as an accurate and true record of the Applicant's professional development to date.
- 9.2) The AIB will ask an Applicant questions regarding training, education, vocational experience, professional development and ethical knowledge. This process will involve six key elements.
- 9.3) Confirmation of all documentary evidence presented.
- 9.4) Examination of all documentary evidence provided prior to the AIB.
- 9.5) Examination of an Applicant's practical experience and knowledge.
- 9.6) Examination of an Applicant's training and education.
- 9.7) Examination of an Applicant's knowledge of the IMPT Ethical Professional Code
- 9.8) Examination of the Portfolio of Evidence.



## 10) Decision of the AIB

- 10.1) The AIB will make one of three decisions concerning an application.
- **PASS:** Applicant is deemed fit for advancement.
  - **REFER:** Applicant is directed to action deficient elements of application
  - **FAIL:** Applicant is deemed unsuitable for advancement.
- 10.2) In the event of a **PASS** decision the Applicant will be notified within thirty days, their name entered onto the IMPT Registry as a Full Member and the Applicant may use the designatory letters **MIMPT** after their name without issue.
- 10.3) In the event of a **REFER** or **FAIL** decision the Applicant will be notified in writing, within thirty days, as to the reason(s) why the AIB made this decision.
- 10.4) In the event of a **REFER** decision the AIB may direct that the applicant make good deficient elements before an application is ultimately deemed successful. To confirm that any deficient elements have been actioned, an Applicant may be required to:
- Report to AIB Chairman by a specified date before the application is deemed successful.
  - Re-sit the AIB after deficient elements of the application have been completed.
- 10.5) In the event of a **REFER** or **FAIL** decision by the AIB an Applicant will be refunded the Common Entrance Fee and subscription made at the time of application.
- 10.6) *The Applicant has the right to appeal against any decision made by the AIB.*

## 11) Appeal

- 11.1) In the event of a decision being made by the AIB that the Applicant believes to be incorrect, unjust or inequitable, the Appeal process may be invoked.
- 11.2) A formal appeal must be made, directly and in writing, to the IMPT Honorary Registrar no more than thirty days after receiving notice regarding the AIB's decision.
- 11.3) Appeal Board will convene, at a pre-arranged date and venue, with the Appellant in attendance.
- 11.4) Appeal Board will consist of the IMPT President (or his/her representative), IMPT Chairman and IMPT Honorary Registrar.
- 11.5) A Friend may accompany the Appellant to provide moral support and bear witness.
- 11.6) An appeal fee of £100 will be paid by the Appellant. A cheque for £100, made payable to 'The IMPT', must accompany any formal appeal.
- 11.7) The decision of the Appeal Board will be final.

## 12) Applicant's Checklist

- 12.1) IMPT Full Membership application form - 4 copies sent to AIB Chairman thirty days prior to AIB
- 12.2) Aware of IMPT Ethical & Professional Code - to be asked knowledge of at AIB
- 12.3) Copies of certificates & diplomas and proof of professional registration- 4 copies sent to AIB Chairman thirty days prior to AIB
- 12.4) Copies of [short] training course certificates – 4 copies sent to AIB Chairman thirty days prior to AIB
- 12.5) Current job description - 4 copies sent to AIB Chairman thirty days prior to AIB
- 12.6) Disclosure and barring service check (DBS)
- 12.7) Up to date curriculum vitae - 4 copies sent to AIB Chairman thirty days prior to AIB
- 12.8) Confirmation letter from HR department - 4 copies sent to AIB Chairman thirty days prior to AIB
- 12.9) Reference from Consultant HCS MfP - 4 copies sent to AIB Chairman thirty days prior to AIB
- 12.10) Career summary report (>250 words) - 4 copies sent to AIB Chairman thirty days prior to AIB
- 12.11) Portfolio of four case studies/evidence - 4 copies sent to AIB Chairman thirty days prior to AIB
- 12.12) Logbook of clinical and scientific work - 4 copies sent to AIB Chairman thirty days prior to AIB. STP students/ Certificate of OSFA completion from NSHCS will run parallel with the Logbook
- 12.13) Correct payment cheques – received by AIB Chairman 30 days prior to AIB
- 12.14) Confirm venue for AIB as directed by AIB Chairman
- 12.15) Confirm date and time of AIB as directed by AIB Chairman.

All forms should be sent to the AIB Chairman:

Stefan Edmondson MIMPT  
Department of Maxillofacial Prosthetics OPD2  
Queen Elizabeth Hospital Birmingham  
Mindelsohn Way  
Edgbaston  
Birmingham  
B15 2WB  
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