

# *The Institute of Maxillofacial Prosthetists & Technologists*



**Application for Full Membership (MIMPT)**

## **The A.I.B.**

**ASSESSMENT INTERVIEW BOARD  
PREPARATION DOCUMENT**

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

# Document Notes

## **Glossary of Abbreviations:**

**MPT** Maxillofacial Prosthetist & Technologist

**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

## **1.0) Caveat:**

1.1.0) It is the **SOLE** responsibility of the Applicant to –

1.1.1) Read and understand this document. The Applicant must contact an IMPT Officer of Council with queries regarding an application.

1.1.2) Make arrangements to attend the AIB as formally directed.

1.1.3) Ensure all relevant documentation is obtained, copied, and forwarded to the correct designated recipient by due dates.

1.1.4) Provide a Portfolio of Evidence for examination by the AIB.

1.1.5) Ensure all payment(s) be made to The IMPT prior to the AIB and that payments are in order by due dates.

1.2) 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.

1.3) 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 a formal enquiry instigated.

## **2.0) Introduction**

- 2.1) The role of the MPT has changed considerably in recent times.
- 2.2) The modern MPT is now a technical-clinical practitioner with a significant degree of professional autonomy, 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 The 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.

## **3.0) Re-Applications**

- 3.1) An individual may re-apply for Full Membership after being removed from The IMPT register after loss of good standing.
- 3.2) It is the role of the AIB to formally consider re-application requests, examine all relevant details pertaining to the loss of good standing and an individual's subsequent removal from The IMPT register.
- 3.3) Details concerning specific documentary evidence required to support a re-application to the IMPT are not covered in this document. Such details, as relevant to each re-application, can be obtained via the IMPT Honorary Registrar.

## **4.0) 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 Royal Mail, and received by the AIB Chairman no later than **THIRTY DAYS** prior to the arranged AIB date.
- 4.3.0) Copied documentary evidence must include -
  - 4.3.1) The IMPT Full Membership Application Form correct and in order.
  - 4.3.2) Certificates of relevant professional qualifications.
  - 4.3.3) Certificates of [short] training courses attended.
  - 4.3.4) Current job description.
  - 4.3.5) Written confirmation, from the Applicant's Human Resources department, confirming job description, job title and commencing date for current post.
  - 4.3.6) Letter of reference from Principal MPT (or Maxillofacial Consultant if appropriate) confirming, employment history and vocational experience.
  - 4.3.7) A current Curriculum Vitae.
  - 4.3.8) Report written by Applicant (less than 250 words) summarising career to date.
  - 4.3.9) Certificates for conferences & seminars attended by applicant
  - 4.3.10) Written evidence of attendance at work placements or sabbaticals if applicable to applicant.
  - 4.3.11) Any other documentation applicant considers relevant
  - 4.3.12) Criminal Record Bureau Check Certificate (CRB)

## 5.0) The Portfolio of Evidence

- 5.1) The Applicant will provide a Portfolio of Evidence for examination. This will be submitted along with all other documentary evidence 30 days prior to AIB.
- 5.2) The portfolio of chosen case studies must be submitted on read only disks. The disks must be encrypted to comply with current legislation and the password should be sent to the AIB Chairman under separate cover ie email or separate post.
- 5.3) The Portfolio of Evidence should include –

A minimum of one case study or portfolio in four of the following areas. Each case study must include clinically acceptable photographs or digital images with written evidence that demonstrates the applicant's practise under minimal supervision post qualification 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, 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.)

Evidence should include the applicants Continual Professional Development (CPD) folder with a verified minimum of 30 hours CPD consisting of:

- a) Certificates of conferences and seminars attended.
- b) Evidence of reflective practice.
- c) Log book

45 marks will be the maximum awarded for each case study which is to be submitted on a read only disk( THE PORTFOLIO). Each disk will be duplicated four times by the candidate (one copy will be sent to each panel member for marking and one copy retained by AIB chairman for IMPT records.

Marking scheme for each case :

Presentation	5
Analysis of case and condition	10
Justification of materials selected/retention/techniques	10
Photos	5
Feedback	5
Review/ conclusion	10

Total 45

180 maximum for all four pass mark 108= 60%

Must get 50% at least on each section ie interview and case studies

**NB please check that your disks can be opened by panel members as it is difficult to mark portfolios if they cannot be OPENED !**

## **6.0) Payment**

6.1.0) If the Applicant is an Associate Member of the IMPT and is in good standing:

6.1.1) Cheque payment of 1 x **£100.00**

6.1.2) Cheques are made payable to **The IMPT** .

6.1.3) Payment is sent direct to the IMPT Honorary Registrar who must be in receipt of the cheque at least 30 days before the AIB date.

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6.2.0) If the Applicant is making their first formal application to IMPT:

6.2.1) Cheque payment of 1 x **£100.00**

+

6.2.2) 1 x **£70** (*of which £10 is Common Entry & £60 to cover annual subscription*)

6.2.3) Cheques are made payable to **The IMPT** .

6.2.4) Payment is sent direct to the IMPT Honorary Registrar who must be in receipt of both cheques at least 30 days before the AIB date.

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6.3.0) If the Applicant is making a re-application to The IMPT after loss of good standing:

6.3.1) Cheque payment of 1 x **£100.00**

+

6.3.2) Cheque payment of 1 x **£70** (*£10 Common Entry + 60 Annual Subscription*)

+

6.3.3) **£ Arrears + Penalties:** Arrears, late payment penalties or outstanding expenses accrued by the Applicant must be made good prior to the AIB by separate cheque.

6.3.4) Cheques are made payable to **The IMPT** .

6.3.5) Payment is sent direct to the IMPT Honorary Registrar who must be in receipt of the three cheques at least 30 days before the AIB date.

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- 6.4) **DO NOT WRITE OUT ONE CHEQUE FOR MULTIPLE PAYMENTS.** This will not be accepted as correct payment and any application will be forfeit.

## **7.0) The AIB Members**

7.1.0) The AIB is comprised of four members -

**7.1.1) Chairman of the AIB:**

An Officer of the IMPT Council, the AIB Chairman will oversee the AIB process, direct questioning, summarise the decision making process and ensure constitutional integrity. The AIB Chairman does **not** hold a vote.

**7.1.2) Working Fellow:**

A practising MPT who is a Fellow (FIMPT) or otherwise senior member of the IMPT. The Working Fellow will question the Applicant on professional and ethical matters. The Working Fellow will hold **one** AIB vote.

**7.1.3) Professional Development Assessor:**

An Officer of the IMPT Council, this board member will question the Applicant on matters regarding ethical practice, training, experience and qualifications. The Educational board member will hold **one** AIB vote.

**7.1.4) Independent Advocate:**

This AIB member will not be professionally linked to the specialty of Maxillofacial Prosthetics & Technology. The role of the Independent Advocate is to assess, from a third party perspective, an Applicants suitability. The Independent Advocate will also observe and ensure the process is as fair as conceivably possible. The Independent Advocate will hold **one** AIB vote.

## **8.0) The Assessment Interview**

- 8.1) During the AIB all documentary evidence is examined and confirmed as an accurate and true record of the Applicant's professional development to date.
- 8.2.0) The AIB will ask an Applicant questions regarding training, education, vocational experience, professional development and ethical knowledge. This process will involve six key elements.
  - 8.2.1) Confirmation of all documentary evidence presented.
  - 8.2.2) Examination of all documentary evidence provided prior to the AIB.
  - 8.2.3) Examination of an Applicant's practical experience and knowledge.
  - 8.2.4) Examination of an Applicant's training and education.
  - 8.2.5) Examination of an Applicant's knowledge of the IMPT Ethical & Professional Code
  - 8.2.6) Examination of the Portfolio of Evidence.

## **9.0) The Decision of the AIB**

- 9.1.0) The AIB will make one of three decisions concerning an application;
  - 9.1.1) **PASS:** Applicant is deemed fit for advancement.
  - 9.1.2) **REFER:** Applicant is directed to action deficient elements of an application
  - 9.1.3) **FAIL:** Applicant is deemed unsuitable for advancement.
- 9.2) In the event of a **PASS** decision the Applicant will be notified within 30 days, their name entered onto the IMPT Registry as a Full Member and the Applicant may use the designatory letters **MIMPT** after their name.
- 9.3) In the event of a **REFER** or **FAIL** decision the Applicant will be notified in writing, within 30 days, as to the reason(s) why the AIB made this decision.
- 9.4.0) 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 –
  - 9.4.1) Report to AIB Chairman by a specified date before the application be deemed successful.
  - 9.4.2) Re-sit the AIB after deficient elements of the application have been completed.

- 9.5) In the event of a **REFER** or **FAIL** decision by the AIB an Applicant will be refunded the Common Entrance Fee and any Subscription Fee made at the time of application for Full Membership status.
- 9.6) *The Applicant has the right to appeal against any decision made by the AIB.*

## **10.0) Appeal**

- 10.1) 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.
- 10.2) A formal appeal must be made, directly and in writing, to the IMPT Honorary Registrar no more than 30 days after receiving notice regarding the AIB's decision.
- 10.3) The Appeal Board will convene, at a pre-arranged date and venue, with the Appellant in attendance.
- 10.4) The Appeal Board will consist of the IMPT President, IMPT Chairman and IMPT Honorary Registrar.
- 10.5) A 'Friend' may accompany the Appellant at the hearing to provide moral support and bear witness to the process.
- 10.6) The appeal fee of £100 will be paid by the Appellant. A cheque for £100 - made payable to 'The IMPT' - must accompany any formal appeal.
- 10.7) The decision of the Appeal Board will be final.

## 11.0) Applicant's Checklist

No.	Element	Detail
1	IMPT Full Membership Application Form	4 copies sent to Registrar 30 days prior to AIB
2	Aware of IMPT Ethical & Professional Code	To be asked knowledge of at AIB
3	Copies of certificates & diplomas	4 copies sent to Registrar 30 days prior to AIB
4	Copies of [short] training course certificates	4 copies sent to Registrar 30 days prior to AIB
5	Current job description	4 copies sent to Registrar 30 days prior to AIB
6	CRB CERTIFICATE & Curriculum Vitae	4 copies sent to Registrar 30 days prior to AIB
7	Confirmation letter from unit Personnel Dept.	4 copies sent to Registrar 30 days prior to AIB
8	Reference from Principal MPT/MF Consultant	4 copies sent to Registrar 30 days prior to AIB
9	Report summarising career (>250 words)	4 copies sent to Registrar 30 days prior to AIB
10	Portfolio of Evidence	<b>4 disks sent to Registrar 30 days prior to AIB</b>
11	Correct cheque payment(s)	Received by Registrar 30 days before AIB
12	Confirm venue for AIB	As directed by AIB Chairman
13	Confirm date & time of AIB	As directed by AIB Chairman