*The Institute of Maxillofacial Prosthetists & Technologists*

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**Assessment Interview Board (AIB) Guidance for Assessors**

**Glossary of Abbreviations**

**AHCS** Academy of Healthcare Science

**AIB** Assessment Interview Board

**CPD** Continuing Professional Development

**FIMPT** Fellow of the Institute of Maxillofacial Prosthetists & Technologists

**GDC** General Dental Council

**GSP** Good Scientific Practice Document (Academy of Healthcare Science)

**HCPC** Health and Care Professions Council

**IMPT** Institute of Maxillofacial Prosthetists & Technologists

**MfP** Maxillofacial Prosthetist

**MIMPT** Member of the Institute of Maxillofacial Prosthetists & Technologists

**NSHCS** National School of Healthcare Science

**PoE/PoCP** Portfolio of Evidence or Portfolio of Clinical Practice?

**RS** Reconstructive Scientist

**1.0 Introduction**

1.1 The AIB is a peer-reviewed assessment process for advancement onto the IMPT register. The role of the AIB is to examine the evidence supplied by the applicant. Its purpose is to assess the applicant’s competence to practice safely to the required standard.

1.2 The applicant will be asked to provide two forms of identification on the day of the AIB. Acceptable identification includes a current passport, UK driving license (photo ID), and a recent (3 months) utility bill or bank statement (address ID).

1.3 The AIB panel will have had time to independently examine the applicant’s documentation for evidence of training, knowledge, experience, education, professional and ethical practice. Before the interview, the panel will discuss their findings and their independent scores for the Portfolio of Clinical Practice.

1.4 The assessment has two components: a portfolio of supporting evidence and an interview. The interview consists of a series of questions over approximately one hour. The questions relate to the five domains of [Good Scientific Practice](https://www.ahcs.ac.uk/wordpress/wp-content/uploads/2013/09/AHCS-Good-Scientific-Practice.pdf) (GSP; AHCS), namely:

* Professional Practice
* Scientific Practice
* Clinical Practice
* Research, Development and Innovation
* Clinical Leadership

1.5 The primary focus is patient safety and protection, ensuring that the applicant is competent and safe to practise unsupervised.

1.6 The applicant is expected to understand the [IMPT Ethical & Professional Code of Conduct](https://www.impt.co.uk/code-of-conduct/#:~:text=The%20code%20of%20conduct%20dictates%20that%3A&text=Be%20honest%20%26%20trustworthy,consideration%3B%20respect%20their%20dignity%20%26%20privacy&text=If%20required%2C%20liaise%20with%20colleagues,being%20appr) and their responsibilities relating to it.

1.7 The applicant should bring hard copies of all certificates of professional education and CPD that have been completed in the last two years.

**2.0 Assessment of Supporting Evidence (Portfolio)**

Applicants are asked to provide evidence to support their application prior to interview. This should include:

1. Training Summary (max 500 words)

A summary of the applicant’s professional practice in maxillofacial prosthetics and reconstructive science.

1. Current Job Description

A copy of their current job description (signed by the line manager).

1. DBS Check

A ‘basic’ level check dated within 6 months of the AIB.

1. Education & Registration Certificates

Undergraduate and postgraduate Maxillofacial Prosthetist or Reconstructive Science certificates.

The AIB will consider historical equivalent documents, such as the Diploma in Professional Studies or Higher National Certificate (BTEC).

We require statutory registration with an appropriate body (GDC/HCPC/AHCS).

1. Reflective Record

A reflective record of work-based scientific practice. This should demonstrate competence across the whole discipline of maxillofacial prosthetics.

1. Clinical Case Study

This case study should demonstrate ability at the level of a new graduate to the profession.

1. Continuing Professional Development

Evidence of 3 years of verifiable CPD (a minimum of 20 hours), and a reflective log for the events.

1. Confirmation Letter of Employment (HR Department)

A letter signed by the applicant’s Human Resource department. confirming their current or most recent employment.

1. Curriculum Vitae (CV)

No more than two pages of A4, with all relevant professional information.

1. Educational Certificates and Diplomas

Copies of undergraduate & postgraduate (Maxillofacial/Reconstructive Science) qualifications (including historical equivalents). All specialist postgraduate maxillofacial and reconstructive science qualifications will be considered.

1. IMPT Membership Application Form

Fully completed.

* 1. Payment Receipt

Evidence of payment received by the IMPT Treasurer.

2.13 Professional Reference

Reference from a senior Consultant MfP/RS or from a Consultant Maxillofacial Surgeon in the applicant’s department certifying their suitability for the Register.

**3.0 AIB Panel Members**

1. The AIB panel comprises four members: the AIB Chair, Working IMPT Fellow (FIMPT), Professional Development Assessor (IMPT Council member), and an independent advocate.
2. The AIB Chair oversees the AIB and is responsible for the integrity of the process. The AIB Chair is impartial and does not hold a vote.
3. The Working Fellow (FIMPT) will chair the panel and question the applicant on professional and ethical matters and will hold one AIB vote.
4. The Professional Development Assessor is an Officer of the IMPT Council who will question the applicant regarding ethics, training, experience and qualifications and will hold one AIB vote.
5. The Independent Advocate is an individual, not professionally linked to Maxillofacial Prosthetics/Reconstructive Sciences, who will assess the applicant’s suitability from a third-party perspective. The Independent Advocate will ensure fair process and hold one AIB vote.

**4.0 AIB Outcome**

* 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

4.2 In the event of a **PASS** decision the applicant will be notified within five working days.

4.3 Their name will be entered onto the IMPT Register and the applicant may use the designatory letters **MIMPT** after their name.

4.4 In the event of a **REFER** or **FAIL** decision, the applicant will be notified by the AIB Chair in writing, within five working days, with the reason(s) for this decision.

4.5 In the event of a **REFER** decision, the AIB may ask that the applicant make good deficient elements of the application before an application is ultimately deemed successful. To confirm that any deficient elements have been actioned, an applicant may be asked to:

* Report to the AIB Chair by a specified date before the application is deemed successful.
* Re-sit the AIB after deficient elements of the application have been completed.

4.6 The applicant has the right to appeal against any decision made by the AIB.

**5.0 AIB Outcome Appeal**

5.1 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.

5.2 A formal appeal must be made, directly and in writing, to the IMPT’s Honorary

Registrar no more than 30 days after receiving notice of the AIB’s decision.

5.3 An Appeal Board will convene, at a pre-arranged date and venue, with the

 appellant in attendance.

5.4 An Appeal Board will only be able to review whether the correct procedures were followed by the original AIB panel. They will not make judgement on the application.

5.5 The Appeal Board will consist of the IMPT President (or their representative),

 IMPT Chairman and IMPT Honorary Registrar.

5.6 A friend or colleague may accompany the appellant to provide moral support and bear witness.

5.7 The decision of the Appeal Board will be final.

**6.0 Appendix**

**Download the application form here:
https://www.impt.co.uk/assessment-interview-board/**

**Relevant Reference Documents**

IMPT Fitness to Practice: IMPT FtP V3.0/140617

IMPT Scope of Practice: IMPT SoP V5.0/140617

Good Scientific Practice document (AHCS): https://www.ahcs.ac.uk/wordpress/wp-content/uploads/2013/09/AHCS-Good-Scientific-Practice.pdf

Learning Guide Scientist Training Programme in Reconstructive Science NSHCS:

https://www.nshcs.hee.nhs.uk/images/guidance/curricula/stp\_reconstructive\_science\_lg\_v1\_2013-14.pdf

Academic level of qualifications:

https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels

This document supersedes:

AIB Preparation Document 2012 (Authors; Stefan Edmondson & Mark Cutler)

| Version  | Author | Date | Review |
| --- | --- | --- | --- |
| AIB Application Process 4.0 | S. Hollisey-Mclean | 06.09.22 | Annually |