

*The Institute of Maxillofacial Prosthetists
& Technologists*



**Assessment Interview Board (AIB)
Guidance for Applicants and
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	Portfolio of Evidence
RS	Reconstructive Scientist

1.0 Introduction

- 1.1 The AIB is a peer-reviewed assessment process for advancement to 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 evidence on the day of the AIB. Acceptable identification includes a current passport, UK driving (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. The panel will have time to discuss their findings prior to the interview 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 is made up of a series of questions over approximately one hour. The questions relate to the five domains of Good Scientific Practice (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. The AIB will, on the evidence presented before them, make a decision on an applicant's suitability to be advanced to Full Membership MIMPT status.
- 1.6 The applicant is expected to understand the IMPT Ethical & Professional Code of Conduct 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 Applicants' Supporting Evidence (Portfolio)

As an applicant, you will be asked to provide evidence to support your application prior to interview. This should include:

2.1. Current Job Description/most recent Job description if STP looking for substantive/ftc position.

A copy of your current job description, or most recent job description if completed the STP course and looking for a substantive position (signed by your line manager/educational supervisor).

2.2. DBS Check

A 'basic' level check dated within 6 months of the AIB (or regional equivalent, e.g. [Protecting Vulnerable Groups \(PVG\) scheme](#) in Scotland).

2.3. 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).

2.4. Clinical Case Studies

The case studies should demonstrate breadth and complexity, at the level of a new graduate to the profession. The Portfolio should include a minimum of **three case studies** from any of these specialist areas:

- a) Orthognathic planning
- b) Oral surgery appliances/dental trauma/oral obturation
- c) Facial prosthetics
- d) Body prosthetics
- e) Deep buried implants
- f) Dynamic splint therapy
- g) Other, such as micro pigmentation, cosmetic camouflage or complementary services.

Only one case study is permitted per specialist area, for example applicants are not permitted to submit two orthognathic planning cases.

Each case study must include clinical images with written evidence demonstrating clinical knowledge, technical skills and scientific understanding.

Any patient data must be anonymised in accordance with the NHS Information Governance policy and your local NHS Trust.

The relevant patient consent must be obtained prior to the submission and recorded in the portfolio appendix.

It is the applicant's responsibility to gain the correct permissions to produce clinical photographs. The AIB will require evidence of this consent, which should be included at the end of each case study.

Each case study should be 1200-1500 words. Formatting should follow the IMPT Journal Instructions for authors.

Each Case Study should be signed off and dated (date case completed) by your educational supervisor/line manager to confirm that the case study submitted is work undertaken by yourself the applicant, including IMPT membership number if applicable. Presented case studies need to have been completed within 3 years prior to sitting the AIB.

2.5. Continuing Professional Development

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

2.6. Confirmation Letter of Employment. (from your HR Department)

A letter signed by your employer's Human Resource Department. Not applicable if STP's training contract has concluded and looking for a substantive/fixed term contract post within the profession.

2.7. Curriculum Vitae (CV)

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

2.8. 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.

2.9. IMPT Membership Application Form

Fully completed.

2.10 Payment Receipt

evidence of payment received by the IMPT Treasurer.

2.11 Professional Reference

Name and contact details of a referee from a senior Consultant MfP/RS or from a Consultant Maxillofacial Surgeon in your department. The AIB chair will contact them to obtain a confidential statement certifying your suitability for the IMPT register. Contact information to be included on the application form.

3.0 Associate Interview

- 3.1 The AIB panel comprises four members: AIB Chair, Working IMPT Fellow (FIMPT) or senior member of the council, Professional Development Assessor (IMPT Council member), and an independent advocate.
- 3.2 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.
- 3.3 The Working Fellow (FIMPT) or a senior member of the IMPT council will chair the panel and question the applicant on professional and ethical matters and will hold one AIB vote.
- 3.4 The Professional Development Assessor is an Officer of IMPT Council who will question the applicant regarding ethics, training, experience and qualifications and will hold one AIB vote.
- 3.5 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

4.1 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 Registry as a member 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 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 Final Checklist - are you ready for the AIB?

1	All relevant documentation submitted via Google Drive (no later than 40 days before the AIB).
2	Provide two forms of identification on the day of the AIB. Acceptable identification includes a current passport, UK driving licence (photo ID) and a recent (3 months) utility bill or bank statement (address ID).
3	All relevant certificates of professional education and CPD for the last three years. Be aware of your responsibilities according to the IMPT Ethical & Professional Code of conduct.
4	Ensure all payment(s) are made to the IMPT prior to the AIB and that payments are in order by due dates. Please see IMPT Payment Document

7.0 Submission

- 7.1 The application, supporting evidence and portfolio will be submitted via secure digital transfer. (Google Drive).
- 7.2 This must be received 40 days before the AIB date (to allow for re-submission if required).
- 7.3 The submission will be reviewed by the AIB Chair.
- 7.4 Any submission deemed incomplete will be returned within 5 days. The applicant must return the complete submission, at least 30 days before the interview date.
- 7.5 The applicant must email the AIB Chair to inform them of their submission.

8.0 Appendix

Download the AIB 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)

Document Review History

Version	Author	Date	Review/by	Changes Made
AIB Application Process 4.0	S. Hollisey-Mclean	06.09.2022	Annually	
AIB Application Process 4.1		26.2.2024	C. L. Watson	<p>Amalgamated Guidance for Applicants and Guidance for Accessors into one document.</p> <p>2.1 removed Summary of Training</p> <p>Was 2.2 now 2.1 added most recent Job description on conclusion of STP course and applicant seeking employment.</p> <p>2.4 Removal of the reflective portfolio element of process.</p> <p>Was 2.6 now 2.4 increased case study requirement to 3 (previously 1). Each case study should be signed off by educational supervisor/line manager stating work was undertaken by the applicant. Each case study should have been completed within 3 years prior to AIB panel. Only one case study permitted per specialist area.</p> <p>Was 2.8 now 2.6 added not required if STP's looking for a substantive/fixed term contract position on conclusion of STP course.</p> <p>Was 2.13 now 2.11 Change of statement of support by Senior MfP/RS or Maxillofacial Surgeon to AIB Chair will contact to obtain confidential statement, details added to application form.</p> <p>3.1 Added Senior member of IMPT council in lieu of unavailability working Fellow. (Chair panel)</p> <p>3.3 Added Senior member of IMPT council in lieu of unavailability of working Fellow. (Chair panel)</p> <p>6.3 CPD changed from two years to three, to mirror 2.5</p>