



AUSTRALASIAN ORTHODONTIC BOARD

A DUMMIES' GUIDE TO **AOB CERTIFICATION (Graduate Entry) – heading towards the final step**

For use by graduate students in Australian and NZ orthodontic schools

Preamble

The Australian Orthodontic Board (AOB) emphasizes **continuing education**. it provides ASO/NZAO members the incentive and means of improving and developing their orthodontic knowledge and skills throughout their professional working lives.

To become a Certified member of the AOB (Graduate Entry stream), Student Applicants must complete the AOB Certification process which, in essence, requires them to:

- Nominate two “Board cases” which are presented before treatment and then again after treatment for anonymous, non-graded assessment by AOB-appointed peers.

The **AOB Certification Process** involves three steps:

- 1. Application and Case Nomination**
- 2. AOB First Stage**
- 3. AOB Certification**

AOB Certification (Graduate Entry stream) will last for **the two calendar years following completion of the orthodontic course**.

For ongoing AOB Certification, applicants must apply to repeat the entire AOB Certification process before AOB Certification expires.

All of the forms required for the AOB Certification process may be downloaded from the AOB website at **www.aso.org.au/aob**

- **Applicants should retain a copy of all completed forms.**

Typically you will be in your Final Year as you peruse this document

This Guide should be read in conjunction with the AOB Guidelines that appear on the AOB website: www.aso.org.au/aob

The “Dummies’ Guide” is not to be used as a stand-alone document. The other document which will find useful is the Flow Chart for AOB (Graduate Entry) – also on the AOB web site in the Resources section.

During your course, you will need to:

- Have at hand the folders that you presented your two pre-treatment AOB cases for First Stage (Grad Entry stream)

- Your Forms 1 and 2 should be in those two folders (do you know where these forms are?)
 - If you can't find them, contact your State Convenor – he/she will have a copy of the forms
- The folders should be labelled as follows:
 - Your AOB number
 - Case ID
 - Discipline of Orthodontics
 - Name of educational institution
- Keep track of your AOB cases patients and make sure that all their records are up to date.
- Print off any relevant information from the patient's records, eliminating anything that identifies either you or the patient.
 - Clearly identify them by their AOB identification.
- Put all printed records in the folder.
- Try and remember where you have stored the folders, so they can be easily found later.
- Don't forget that if either of your 2 AOB nominated cases "disappear from view" you can select one of your nominated back-up cases for AOB Certification (Graduate Entry). See FAQ below.

What should I be doing now that these cases are de-banded?

- a. Take the usual records.
- b. Write up a treatment summary, including before and after treatment head film tracings and measurements, as well as photographs.
- c. Put these records in the AOB folder (which, of course, you have managed to locate)
- d. Download Form 3 from the net and complete it.
- e. Make sure that you include a "Self-Assessment" of your case
- f. Add the end-of-treatment records plus the additional information as above to your folder
- g. These cases now need to be assessed.

Notes:

- Radiographs should include OPG or equivalent AND lateral ceph - both full size
- If actual celluloid films are not submitted, prints need to be full size.

Assessment:

Sorted all this out? OK. Now for the end-of-treatment assessment (submission for your AOB Certification)

You now need to get your cases assessed. How do you do this?

Contact your **School Liaison Person** (see list below) to arrange your cases to be assessed **no later than 31st October during your final year.**

- a) Talk to your School Liaison Person (SLP)
 - The assessment process will be facilitated by him/her

- The assessments will be carried out, in-house, by a clinical instructor who is not the person supervising the cases.
- b) You need to give your SLP the following:
- Form 1
 - Form 3
 - 2 folders – one for each of your AOB case - containing the Form 2 and the pre and post treatment records
 - All study models taken
 - A brief summary of each case, its challenges, its outcome and any perceived problems that may have affected the quality of the end-result.

Note: all records are to comply with AOB requirements

- c) Don't give the SLP:
- Your backup cases' radiographs
 - Privacy forms
- d) The SLP will hand your 2 folders to an Assessor
- Note: the Assessor can be a Clinical Instructor in your school, provided that he/she isn't the Clinical Instructor for the AOB cases.
- e) Assessment takes place

Frequently Asked Question:

What happens if 1 or both of my patients, for whatever reason, are not available to have completed records taken due to having ceased treatment, transferred or for any other reason?

Answer:

Select one of your backup cases. It does not matter which one, just choose the one you consider your best shot and collect the records as described above.

Include a covering note to your SLP explaining the circumstances. This will be forwarded to the AOB State Convenor.

What happens from here?

- Your School Liaison Person forwards the documentation to the State Convenor
- If all is in order, the State Convenor will advise the Federal ASO Office and will forward the relevant documentation to the Federal ASO Office
- The ASO Office then records that the requirements have been met and that AOB Certification (Graduate Entry) **is to be awarded when Full ASO, NZAO or ASO overseas Membership has been granted (**
 - **Note:** AOB Certification (Graduate Entry) will be awarded provided that your membership is gained **no longer than 2 years after completion of your course)**
- You will receive a Congratulations Letter from the Chair, Australasian Orthodontic Board and a certificate recognising your completion of this process
 Note: AOB Certification (GE) entitles you to **6 hours of CPD requirements for Australian Dental Board Registration**

- AOB Certification (Grad Entry) is valid for 2 years after that date of the Congratulation Letter.
- Before the expiry date you will need to commence the re-certification process to main your AOB Certification

If you would like further information contact your School Liaison Person or your AOB State Convenor - see under “Contact Us” on the AOB web site.