



AUSTRALASIAN
ORTHODONTIC
BOARD
MANUAL

CONTENTS

Preamble	2
AOB Website	2
AOB Post-Nominal	2
AOB Organisation.....	2
Rules.....	2
Structure Flow Chart	3
Federal Council	4
Federal Executive	4
ASO Federal Secretariat Role	4
AOB Executive	4
Responsibilities	4
Duties	4
Initial Actions	4
ASO Secretariat Role	5
AOB Chair	5
Tasks.....	5
AOB Registrar	5
AOB Secretary	6
AOB Committee Member(s)	6
AOB Convenor	6
AOB University Liaison Person	6
AOB Assessors	7
Resources	7
AOB Application Forms	7
Award Certificates.....	7
Assessors.....	7
Almost Lapsed AOB member	7
Lapsed AOB member.....	7
Presentation to Promote AOB	7
AOB Logo.....	7
First Stage and Certification.....	8
Student Pathway	8
ASO Congresses and ASOFRE Meetings. AOB Award.	9
Acceptance of Decisions Relating to the AOB Award	9
International Members.....	9
Professional Development Logbook Only Certification	9
Academic Pathway to AOB Certification	9

Preamble

Members of the Australian Society of Orthodontists (ASO) and New Zealand Association of Orthodontists (NZAO) are eligible to become certified with The Australasian Orthodontic Board (AOB).

The aim of AOB participation, which is voluntary, should be a rewarding professional pursuit by Full Members wishing to provide the highest standards of professional care.

The granting of AOB Certification will be by presentation of prospectively nominated case reports and a demonstration of a commitment to an active continuing education philosophy.

Current Australian Society of Orthodontists (ASO) Policy and the AOB Terms of Reference will take priority over this manual.

AOB Website

The AOB website (refer to Aust. Orthodontic Board on the ASO website) contains all information and resources required for application for AOB. Forms and guidance with the requirements for both first stage and certification are on the website.

AOB Post-Nominal

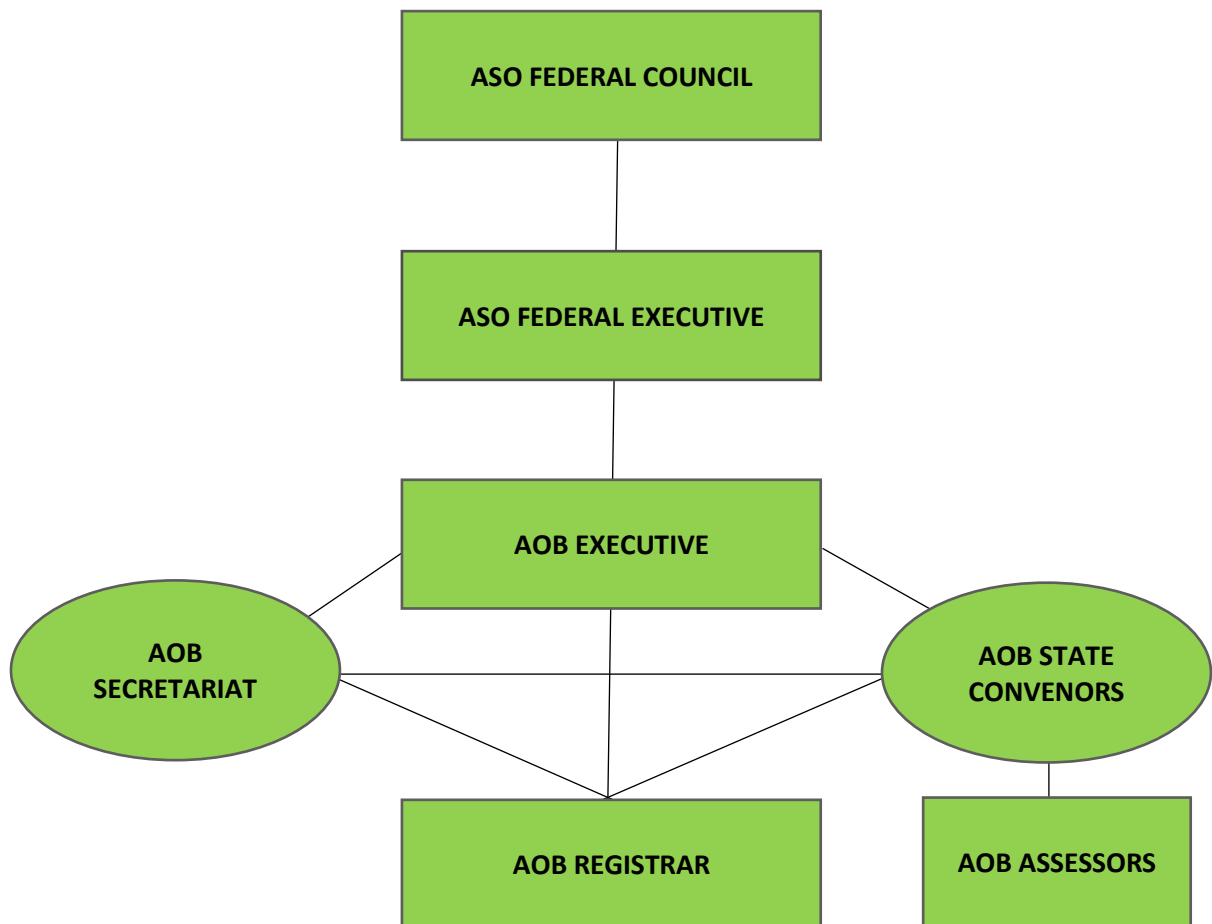
The post-nominal AOB Cert may be used by certified members in Australia. If certification is not maintained/renewed, then the member can no longer use the post-nominal.

AOB Organisation

Rules

The AOB exists from the relevant by-laws in the ASO constitution. Other AOB rules are posted on the AOB website. Together, these rules form the framework and authority for the AOB executive. The AOB executive may ask ASO council to alter rules if circumstances require such action.

Structure Flow Chart



FEDERAL COUNCIL

Control and authority over all aspects of the AOB are held by the ASO Federal Council.

Federal Executive

Federal Executive is responsible to Federal Council for the management and organisation of Congresses and has the authority to make interim decisions on Council's behalf.

ASO Federal Secretariat Role

The AOB Secretariat will provide secretarial and logistical backup to the:

- AOB executive.
- AOB registrar.
- AOB convenors.
- To hold the signed patient confidentiality agreements; and
- To collect material from the convenors and to forward them to the ASO executive.

AOB EXECUTIVE

Responsibilities

- The AOB Executive is responsible to Federal Council for the proper functioning and maximizing the reach of the Australasian Orthodontic Board both:
 - Within the orthodontic specialty as a path of continuing education and peer review as well as:
 - Outside the orthodontic specialty by promoting orthodontic board members as ASO members with a strong commitment to their continued expertise within the specialty.
- More detailed suggestions of the duties of the individual AOB executive

Duties

1. Organising of AOB Award Assessors
2. Liaising with conference organisers to arrange suitable venue.
3. Security for the presented materials.
4. Organising certificate for the AOB Award; and
5. Presenting the AOB award with suitable background visual material.
6. Liaise with Registrar regarding membership stages and numbers.
7. Liaise with ASO web manager/son any issues regarding changes to AOB/ASO lists, or any additional changes to the AOB website.

Initial Actions

1. Organise a meeting with the previous Executive. Normally this is best arranged as soon as possible after the AGM at which you are elected. At this meeting any final details regarding issues current at the time of transition can be ironed out. This can be a fairly informal meeting as you will have been "in the loop" for several months.

2. Organise a meeting with the ASO Executive Officer and other relevant ASO staff. Normally this would be held immediately after the meeting with the previous Executive (as per point 1), or as soon as practicable after that.

ASO SECRETARIAT ROLE

The AOB Secretariat will provide secretarial and logistical backup to the:

- AOB executive.
- AOB registrar.
- AOB convenors.
- To hold the signed patient confidentiality agreements; and
- To collect material from the convenors and to forward them to the ASO executive.

AOB CHAIR

The role of the AOB Chair is as follows:

- To be accountable to ASO Executive and ASO Council.
- To promote the AOB at meetings.
- To oversee and support the AOB secretary when required.
- To deal with the ASO secretariat and sign certificates and correspondence where indicated.

Tasks

1. Review and modify the secretary's agenda prior to meetings.
2. Sign-off on results and sign certificates for AOB awards.
3. Submit minutes of AOB meetings to council.
4. Meetings include:
 - AOB executive meetings several times a year
5. Present at Congress and Foundation meetings. To have a presentation available as a background while speaking, delegate the preparation of the presentation if necessary.
6. Anticipate forthcoming events and facilitate the others in the executive to perform their tasks effectively and with the least difficulty.
7. Use his/her leadership to direct progression of the AOB.

AOB REGISTRAR

The role of the AOB Chair is as follows:

1. Maintenance of the Master List through communication with the ASO Secretariat, State Convenors, and the Student Liaison Officers.
 - a. Checking which student and mainstream members are reaching their due dates for
 - i. Renewal
 - ii. Submission of records within the correct time-period.
 - iii. Submission of completed cases.
 - b. Reviewing change of status.
 - c. Culling members who have not re-certified (in agreement with the AOB Executive).
2. Monitoring Correspondence for student and mainstream candidates
 - a. Correspondence from ASO Secretariat, Student Liaison Officers, State Convenors
 - b. Updating correspondence letter templates so they are current.
 - c. Reminders for renewal, submission of records, submission of completed cases.

3. Notifying the student who receives the Student Award
4. Support the AOB Federal executive in other roles that may extend beyond the role of the registrar.

AOB SECRETARY

This can never be a complete or even thorough explanation of duties as they must vary all the time but below is an overview which may give you some assistance in your role.

1. Preparing the AOB Executive meeting agendas and Minutes, and circulating them to the ASO president, ASO Secretariat and AOB Executive.
2. Preparing the AOB Advisory Board meeting agendas and Minutes, and circulate to the Advisory Board, ASO Secretariat and AOB Executive.
3. Organising the AOB Meeting teleconferences with ASO Secretariat.
4. Secretarial work and correspondence as required.
5. Support the AOB Federal executive in other roles that may extend beyond the role of the secretary.

AOB COMMITTEE MEMBER(S)

This can never be a complete or even thorough explanation of duties as they must vary all the time but below is an overview which may give you some assistance in your role.

The role of the AOB committee

1. To support the AOB Chair, Registrar and help the AOB Secretary when required.
2. Meetings include:
 - a. AOB executive meetings several times a year.
3. Co-ordinate with the Chair, Registrar and Secretary to manage the calendar.

AOB CONVENOR

Each state recommends to the AOB executive a person to act as state convenor. The convenor has records sent to him/her from the candidate and then forwards these to the State assessors. The convenor cross checks the materials from the candidate's forms for consistency and forwards these to the secretariat.

AOB UNIVERSITY LIAISON PERSON

Each university program will have University Liaison Person. The role of the university liaison person is to assist the students through the processes of the AOB; application and first stage and finally certification. The University Liaison Person should arrange for an assessor of the cases. Only one assessor is required. The University Liaison Person may act as the assessor.

Factors involved in assessment include the difficulty of the case and the understanding of the principles relating to the case as demonstrated by the candidate, not just the finished result.

Although assessment forms are available these are for guidance only. The assessors are under no obligation to use the assessment forms. Assessment forms do not need to be returned.

The University Liaison Person should provide the names of successful first stage and certification candidates to the AOB Registrar and ASO Federal Office. Assessment forms and notes are not required.

AOB ASSESSORS

These assessors are appointed by the convenors. There are two categories:

- State assessor. These are appointed by each state to view cases sent to them and to evaluate whether the records, treatment and results are of acceptable quality for AOB membership.
- Meeting assessor. Their role is to assess the cases at ASO congresses and ASO FRE meetings and nominate a student for the AOB Award.

Factors involved in assessment include the difficulty of the case and the understanding of the principles relating to the case as demonstrated by the candidate.

Although assessment forms are available these are for guidance only. The assessors are under no obligation to use the assessment forms.

Assessment forms, if used, can be made available to the candidate as feedback. Alternatively, assessors may write a paragraph critiquing the case that can be provided as feedback to the candidate.

RESOURCES

AOB Application Forms

The application forms are for first stage and certification.

All required resources, including application procedures and the necessary forms, are located on the ASO website under Australasian Orthodontic Board.

Award Certificates

These are contained in a 'Resources' directory residing with the AOB Executive Postgraduate Clinical Case Award.

Assessors

- Pro-Forma Documents for Lapsed and Almost Lapsed Members: These are contained in a 'Resources' directory residing with the AOB Executive.
- "Almost Lapsed AOB member"
- "Lapsed AOB member"

Presentation to Promote AOB

A Power Point presentation is available promoting the AOB.

AOB Logo

Available in various formats from the ASO Federal Office.

FIRST STAGE AND CERTIFICATION

This is open to all ASO and NZAO members. Prospective cases are nominated. All required resources can be found on the AOB website. The fee must be paid at the time of initial application.

Certification is valid for 7 years.

Candidates should refer to the website which has a step-by-step guide to applying for AOB and the requirements for submission of cases.

All submissions must be digital. Maximum file size is 10 MB. Consent forms are not included here and not forwarded to assessors. They are retained by ASO Federal Office.

In the case discussion, it is envisaged candidates will cite between 2 to 10 references to support their treatment.



STUDENT PATHWAY

Postgraduate orthodontic students in Australian and New Zealand Universities will have the opportunity to become Certified AOB Members on the successful completion of their course and on becoming Full Members of the ASO/NZAO, or Overseas Members in the case of foreign graduates leaving Australia. Prior to applying for "Student First Stage", a student candidate must first be a Student Member of the ASO/NZAO. The procedures leading to AOB Certification for these candidates will be the same as for Full Members of the ASO/NZAO. except that the submission of a log of Professional Development Points will not be required.

Only one assessor is required for postgraduate student cases assessments. The University Liaison Person may act as an assessor.

Postgraduate students should nominate 5 cases in their first year of the orthodontic program. The prospectively nominated cases will be assessed in their final year. Should circumstances exist that 2 of the 5 cases are not available for assessment then the AOB Registrar will assist. This may involve the student providing a list of completed cases to the AOB Registrar who will select a case or cases for AOB assessment.

There is no fee for student candidates.

These (graduate) recipients of AOB Certification will have seven (7) calendar years after the completion of their course in which to commence the process of recertification.

ASO CONGRESSES AND ASOFRE MEETINGS. AOB AWARD.

Provision is made for students who have completed their certification in the year immediately prior, to present their cases at ASO Congresses and ASOFRE Meetings. Each university program is invited to bring three cases.

The case format should be that as required by each school. Cases should, however, be de-identified in terms of the name of the candidate.

Candidates supplying the three cases should bring to the meeting a hard copy of the cases. The printed copy should be in a folder, such as those commonly available in stationery stores. This should be placed on the table designated for the purpose and the hard copies should be collected by the candidates on the last day of the meetings.

Candidates are also required to forward by email the case to the AOB Registrar at least two weeks prior to the meeting. The maximum file size permitted is 10 MB.

An award will be made to the student being judged to have presented the most outstanding case. This may not necessarily be the best finished case. Factors involved include the difficulty of the case and the understanding of the principles relating to the case as demonstrated by the candidate.

Although assessment forms are available these are for guidance only. The assessors are under no obligation to use the assessment forms. The two assessors should confer as to the case judged to receive the award and communicate this to the AOB Chair or AOB Registrar. Assessment forms and notes are not required.

Acceptance of Decisions Relating to the AOB Award

Candidates shall accept all decisions of the AOB and the Council of the ASO Inc. relating to the granting of AOB awards.

INTERNATIONAL MEMBERS

International members of the ASO and NZAO are eligible to join AOB. The prescribed fee should be paid, and candidates should refer to the resources section on the AOB website. AOB is not (nor part of) a pathway to specialist registration in Australia and New Zealand and must not be used to support any application for specialist registration.

PROFESSIONAL DEVELOPMENT LOGBOOK ONLY CERTIFICATION

Once certification has been completed twice (including the graduate student pathway) then renewal of AOB Certification requires only submission of the logbook. The logbook is in the Resources section on the AOB website. Certification is valid for 7 years.

There is no fee for recertification by Professional Development Logbook only.

ACADEMIC PATHWAY TO AOB CERTIFICATION

Academics holding at least a 40% position in an accredited orthodontic program may apply for AOB Certification based on submitted successful AOB student cases in which they have had a supervisory role.

Academics should provide the case ID of the two cases. The ID will include the AOB number of the supervised student. Submission of the cases is not required given the cases have already been assessed and found to meet the required standard. Academics do not need to submit the logbook as it assumed as part of their role, they will meet all CPD requirements.

The application form for Certification by the academic pathway can be found under AOB Resources on the AOB website (refer to ASO website).

Once recertification using supervised cases has been completed twice, then recertification is automatic, provided the academic is still in an at least 40% position.

Certification is valid for 7 years.

If the AOB member no longer holds the academic position they would need to complete either a second AOB certification with cases, or if already having completed certification twice, then submit the CPD Professional Development Logbook.