



Procedural principles for conducting knowledge examinations in accordance with Section 2 (3) sentence 3 of the Act on the Practice of Dentistry (ZHG) in the State of Berlin

I. Fundamentals

The Berlin State Office for Health and Social Affairs (LAGeSo) is the competent authority in the state of Berlin for decisions on the granting of a licence to practise dentistry in accordance with Section 2 ZHG and the granting or extension of a professional licence (permission to temporarily practise the dental profession) in accordance with Section 13 ZHG.

The granting of a licence to practise requires applicants who have a certificate of training as a dentist issued in a third country to have an equivalent level of training. The LAGeSo is responsible for checking the equivalence of the level of training in the state of Berlin. If the equivalence of the level of training is not given or can only be determined with unreasonable time or material effort, proof of the required knowledge and skills must be provided by passing an examination that relates to the content of the state final examination (knowledge examination).

The LAGeSo may also make the granting or extension of a professional licence dependent on proof of the required knowledge and skills through a knowledge test. These procedural principles apply accordingly to this examination.

II Examination board

The knowledge test is taken before an examination board appointed by LAGeSo. The examination board has the task of assessing the performance in the subjects listed under Section III 3. and, if applicable, cross-sectional areas. The examination board consists of the chairperson and two other members. Deputies are to be appointed for the chairperson and the other members. University lecturers or other teaching staff in the subjects that are the subject of the examination are appointed as the chairperson, other members and their deputies. Licensed dentists who are not members of the university teaching staff may also be appointed as chairpersons, other members and deputies.

The person chairing the examination board leads the examination and conducts the examination themselves. He or she must ensure that the candidates are questioned in an appropriate manner. The chairperson is responsible for maintaining order.

The provisions on the exclusion of or concerns about the partiality of persons in Sections 20 and 21 of the Administrative Procedure Act (VwVfG) shall apply accordingly to the chairperson and the other members and their deputies.

III. Knowledge test

1. Exam date

The knowledge examinations should be offered at least twice a year. They usually take place in May and October. The chairperson of the examination board determines the location and time of the examination and informs the other board members and the LAGeSo. The summons will be sent to the candidate at least 5 days before the examination date.

In the invitation, the LAGeSo informs the candidate about the examination procedure, including the examination requirements in accordance with Section III 3. and the consequences of missing the examination (Sections 116 and 117 of the Licensing Regulations for Dentists - ZApprO).

2. Examination procedure

The knowledge test consists of the following sections, which must be taken in succession:

1. a written section,
2. an oral cut and
3. a practical section,

which takes place as an individual examination or as a group examination with a maximum of four candidates in German. The oral and practical sections of the knowledge test may only be taken if the previous section has been passed.

All members of the examination board must be present during the examination interview as part of the oral section of the knowledge examination and during the deliberations on the results of the written and practical sections of the knowledge examination (Section 111 (5) ZApprO). They are obliged to maintain confidentiality. The person chairing the examination board determines which member of the examination board will supervise the candidate in the practical section.

The examination is not open to the public. LAGeSo may send observers to the oral and practical sections of the knowledge test.

3. Examination requirements

The content of the knowledge examination is based on the content of the state final examination in accordance with the Dental Licensing Regulations. The knowledge examination comprises

1. the subject of dental prosthetics,
2. the subject of orthodontics,
3. the subject of oral surgery,
4. the speciality of oral and maxillofacial surgery and
5. the subject group Dental Conservation, which includes the following subjects:
 - a. Endodontology,
 - b. Paediatric dentistry,
 - c. Periodontology and
 - d. Tooth structure theory, prevention and restoration.

The knowledge examination also includes questions on emergency medicine, clinical pharmacology, pharmacotherapy, hygiene and legal issues relating to the practice of dentistry.

In addition, the LAGeSo may specify a further subject or a cross-sectional area as relevant to the examination in which significant differences have been identified and which is not covered by the

examination topics listed above. The examination will then also cover this subject or cross-sectional area.

In the **written section** of the knowledge test, the candidate must prepare a written treatment plan for a diagnostic situation under supervision. The candidate must develop and justify at least two treatment proposals in writing on the basis of the available model documents, the X-ray findings, the periodontal status and using the available aids. The written section lasts 45 minutes for each applicant.

The oral section may only be taken if the written section has been passed.

The **oral section** of the knowledge test is conducted in the form of an examination interview. The examination interview relates to the subjects and further examination content listed under Section III 3. as well as to any further subject or cross-sectional area that may be specified. The treatment plan prepared in the written section may be included in the examination interview. Each examination interview lasts a minimum of 60 and a maximum of 90 minutes per candidate.

The practical section may only be completed if the oral section has been passed.

In the **practical section** of the knowledge test, the candidate is tested using standardised training situations (phantom head). The candidate must perform the following or comparable dental services under simulated conditions in a dental practice:

1. In the subject of dental prosthetics:
 - a. Preparation and moulding of a tooth for at least one veneering crown and temporary restoration of the prepared tooth,
 - b. Preparation and moulding of a tooth for at least one partial crown,
 - c. Simple dental technical work, e.g. creating models after impression taking;
2. In the fields of oral surgery and oral and maxillofacial surgery:
 - a. Selection of the appropriate instruments according to the treatment situation and
 - b. correct use of the instruments;
3. In the subject group Dental Conservation:
 - a. Preparation of at least one large, three-surface cavity in the posterior region and filling with a plastic material,
 - b. Preparation and placement of at least one composite filling proximally in the anterior region,
 - c. Endodontic treatment of a natural tooth together with the usual measures such as trepanation, root canal preparation and root canal filling,
 - d. Selection of the appropriate periodontal instruments according to the specifications of a treatment situation and
 - e. Correct use of periodontal instruments.

The practical section for subject 1 and subject 3 takes about 2 hours, for subject 2 about 1 hour in total.

In the knowledge examination, the candidate must demonstrate that he or she has the knowledge, skills and abilities, including in dental communication, required to practise the dental profession.

4. Assessment

The knowledge examination is passed if all three sections of the knowledge examination have been assessed as passed. Passing a section requires that the examination performance still fulfils the requirements when viewed as a whole, despite its shortcomings.

The examination board makes its decision by majority vote. In the event of a tie, the person chairing the examination board has the casting vote. The person chairing the examination board informs the candidate of the result of the respective section of the knowledge test and, if requested by the candidate, gives reasons for the result.

5. Documentation of the test

Minutes of the knowledge examination must be prepared for each candidate in accordance with the model in Annex 22 of the ZApprO. The minutes must be signed by all members of the examination board. The minutes shall show the subject of the examination interview, the passing or failing of the individual sections of the knowledge examination, the reasons for this and any serious irregularities. It must be sent to the LAGeSo after the examination. If a written treatment plan had to be prepared, this must be attached to the transcript.

6. Withdrawal, default and cancellation

If the candidate withdraws from individual sections or from the entire knowledge test after being admitted, he/she must inform the LAGeSo immediately of the reasons for his/her withdrawal. If the LAGeSo authorises the withdrawal, the respective section or the entire knowledge test is deemed not to have been taken. Authorisation will only be granted if there is good cause. In the event of illness, LAGeSo may also require a medical certificate from a doctor appointed by it. If authorisation for withdrawal is not granted or if the candidate fails to notify the reasons for withdrawal without delay, the examination is deemed to have been failed.

If the candidate misses an examination date in a section of the knowledge examination or interrupts the examination in a section or if the treatment plan in the written section is not submitted or not submitted on time, the candidate has failed the examination. If there is an important reason for the candidate's behaviour, the examination is deemed not to have been taken. The LAGeSo must be informed of the reasons immediately. The LAGeSo will decide whether an important reason exists.

7. Repeating the exam

Each failed section of the knowledge test can be repeated twice. Failed knowledge examinations in other federal states are counted towards the number of repeat opportunities. A further retake is not permitted. If the candidate has definitively failed the knowledge test, the licence to practise/professional permit cannot be issued. The application for a licence to practise/professional permit will be rejected.

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