

INTERCOLLEGIATE MEMBERSHIP IN ORTHODONTICS

Case Presentation Guidelines

1. Use loose-leaf files, large enough to include lateral skull tracings. Recommended size: 31.5 cm x 24.1cm. There should be no mention of the patient's or candidate's name in the folder.
2. Records should include a full diagnosis and treatment plan of the case, and a summary of the treatment method (technique) including the design of removable appliances and a description of the various wires and arches used in fixed appliances.
3. Photographic black and white or colour prints (or printed digital photographs with certification that they have not been enhanced) before and at completion of treatment, as follows:-
 - A. Full face (at rest and smiling).
 - B. Profile.
 - C. Any other relevant views e.g. appliances.
4. Radiographs:
 - A. Lateral skull tracings before and at relevant stages during the course of treatment.
 - B. Radiographs or copies of radiographs thought necessary to diagnose and to record any significant changes.
 - C. Radiographs should, if possible, be placed in plastic envelopes.
5. Models before and after treatment, should be presented. Candidates are strongly advised to produce the actual models although replicas of the originals are acceptable. In exceptional circumstances candidates who travel from abroad may seek permission to submit photographs of models, but if actual models are not produced photographs of them should be included in the record book and must include the following views:
 - A. Anterior view in occlusion.
 - B. Left and right buccal segment views in occlusion.
 - C. Upper and lower occlusal surface views.
6. The patient's name and address should be omitted from clinical case records.