



Dental  
Specialty  
Fellowship  
Examinations

## Applications Invited

### Dental Specialty Fellowship Examinations Board Chairperson

**November 2024**

The Royal College of Physicians and Surgeons of Glasgow, the Royal College of Surgeons of Edinburgh, and the Royal College of Surgeons of England and the Royal College of Surgeons in Ireland are now working together to introduce an Intercollegiate approach to Specialty Curricula assessment. This will cover 10 specialties (as listed at end of document), supporting trainees to demonstrate the specialist knowledge, skills and capabilities required for progression. The new examinations will start in 2026 and Exam Board Chairs will be asked to play an important role in developing these and work with the team supporting the new exams.

The Dental Specialty Fellowship Examinations requires an Examination Boards Chairperson to support and provide oversight for the examinations on behalf of the four Colleges.

We therefore invite applications for this role starting in February 2025. Interviews will take place on 16 or 17 January.

#### Responsibilities

The Chair is responsible to JMDF (Joint Meeting of the Dental Faculties) and is responsible on behalf of the Colleges for the efficient and effective management and continuing development of the Intercollegiate Dental Specialty Fellowship Examinations both in the UK and overseas.

The Chair is ultimately responsible for ensuring that the examinations are fit for purpose, meet the GDC principles and standards for assessment, and that they evolve to meet the changing needs of dental training and assessment.

The role of the Chair is to manage the agenda of the ten Examination Boards and the examinations' effective running and development as well as supporting the implementation of the new examination development.

Key responsibilities include:

- To provide leadership for the operation and development of the Dental Specialty Fellowship Examinations and the Advanced Fellowships and to act as its spokesperson
- To work with the MFDS Exam Board Chair in achieving the objectives for the secretariat
- To work with the MFD Exam Board Chairs for RCSI
- To chair meetings and set the calendar of the Dental Specialty Fellowship Examinations meetings to take place across the UK and Ireland
- To resolve urgent matters between meetings, liaising with Examination Board Chairs, fellow committee members and Heads of Examinations as appropriate
- To manage matters of contention and dispute



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- To act as the key point of advice for the Head of the secretariat
- To chair the Appeals Panel for candidate misconduct cases as required
- To support the Head of the Secretariat in managing the budget to ensure financial sustainability and to report to the College Dental Deans
- To approve the appointment of examiners for each of the Examination Boards
- To sit on related intercollegiate groups
- To respond to government initiatives relating to examinations
- To provide an annual report of activities to the Presidents, Deans and Regulator

In addition to this, during the establishment of the Dental Specialty Fellowship Examinations additional responsibilities will include:

- Supporting the Project Manager in achieving the objectives
- Support for the SAC Chairs in recruitment and appointment of the Dental Specialty Fellowship Examinations Board Chairs
- Supporting the new Dental Specialty Fellowship Examinations Board Chairs in recruitment of the examiners
- Participate in the examination specification process to achieve appropriate syllabus coverage
- Provide input to the regulations and development of the eligibility criteria

The Chair will be appraised annually by two of the Deans from the four Royal Colleges. The term of appointment is normally three years.

### **Person Specification**

The specification provides guidance on the characteristics sought for the role. Candidates need not fulfil all of the criteria to apply but will be evaluated on the best fit for the role and alignment to the criteria noted here.

- Demonstrable commitment to dental education and assessment through participation as an examiner and a Board member
- Interest in dental education and assessment, ideally demonstrated with a relevant postgraduate qualification

### **Educational Expertise:**

- Have a wide knowledge of postgraduate dental education issues
- Show familiarity with educational concepts or have current or previous involvement in an educational or examinations committee
- Show familiarity with existing intercollegiate dental examination
- Show understanding of the GDC regulatory framework

### **Assessment Expertise:**

- Extensive experience and MFDS, specialty membership or ISFE examiner



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- Wide understanding of assessment issues
- Understanding of GDC assessment principles
- Understanding of equality and diversity issues within assessment
- Completed current dental specialty examiner training course
- Experience of development work in relation to examinations
- Experience of assessing or supervising other examiners
- Understanding of quality assurance in relation to examiners
- Demonstrable understanding of the principles of equality and diversity and their application in relation to examinations and assessment of examiners

### **Training experience:**

- Current experience as a trainer
- Wide understanding of current issues affecting training and selection

### **Clinical Position:**

- Currently practising as substantive NHS consultant or Honorary NHS Consultant
- In good standing with employer, College(s) and GDC

### **Personal/Professional Qualities:**

- Strong leadership qualities
- Understands and can work within the intercollegiate environment and can think beyond their own specialty
- Refined chairing skills
- Strategic thinker
- Excellent interpersonal/communication skills

### **Commitment required**

On average, the time commitment for meetings will be approximately 30 days per annum. The employer of the successful applicant can be compensated for 3 PAs per month, paid at basic rate, exclusive of any clinical excellence awards.

Applicants should submit a personal statement supporting their application, a CV and clearly state the title for the position being applied for as “Dental Specialty Fellowship Examinations Board Chairperson”. This should be sent to [examboardchair@dsfe.org.uk](mailto:examboardchair@dsfe.org.uk) The personal statement should be no longer than 250 words.

Applications close on **Monday, 16 December 2024, 9am**

Applicants notified if they are on the short list for interview before 7 January 2025

Interviews will take place on 16 and 17 January 2025

Final appointment will be made by 31 January 2025

**The closing date for applications is Monday, 16 December 2024 9am.**



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## Dental Specialty Fellowship Examinations

The specialties included within these examination arrangements are:

- Dental Public Health
- Endodontics
- Oral Medicine
- Oral Surgery
- Orthodontics
- Paediatric Dentistry
- Periodontics
- Prosthodontics
- Restorative Dentistry
- Special Care Dentistry)