

## Applications Invited

### MFDS Examination Board Chair

February 2025

The Royal College of Physicians and Surgeons of Glasgow, the Royal College of Surgeons of Edinburgh, and the Royal College of Surgeons of England (the three Colleges) are working together to introduce an Intercollegiate approach to Specialty curricula assessment. Part of this initiative includes the development of a new MFDS exam. The new examinations will start in 2026 and the Exam Board Chair will be asked to play an important role in developing the exam and will work with the team supporting the new exams.

We are therefore looking for an Examination Board Chair and invite applications for this role starting in March 2025.

The post is an honorary position and is, therefore, not salaried. Allowable expenses are reimbursed.

#### Responsibilities

The role of the Chair is to manage the agenda of the Examination Board, support the implementation of the new examination development and lead the effective ongoing delivery and development of the examinations. The Exam Board Chair will be supported by the secretariat.

The Chair is responsible to JMDF (Joint Meeting of the Dental Faculties) and is responsible on behalf of the three Colleges for the efficient and effective management and continuing development of the MFDS examination 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 Examination Board and effective running and development of the new examination.

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

#### Initial development of the examinations

- Lead the recruitment and appointment of the Exam Board
- Support recruitment of the examiners by overseeing appointment and ensuring sufficient capacity to execute the examinations
- Participate in the examination specification process to achieve appropriate syllabus coverage
- Provide input to the regulations
- Provide input to the development of the eligibility criteria



## Ongoing development of the examination

- Participate in the examination specification process to achieve appropriate syllabus coverage
- Oversee standard setting procedures and providing guidance in the identification of this standard where necessary
- Ensure adequate recording of activity and decision making to evidence quality and standards
- Oversee the production of examination reports for the relevant Examinations Committee
- Identify areas for development within the bank of examination questions, and allocate new questions to be produced by the relevant colleagues accordingly
- Identify the need for changes to examination content or format, framing the rationale for change and overseeing the completion of an impact analysis
- Contribute to the ongoing recruitment and appointment of new Board members
- Contribute to the training of new examiners
- Represent the Examination Board on relevant governance committees as required
- Report to JMDF
- Work with the Dental Specialty Fellowship Examinations Chairperson in achieving the objectives for the secretariat

## Person Specification

### Knowledge & Experience

- Demonstrable commitment to the relevant examination through participation as an examiner and a Board member:
  - Knowledge of the examination regulations, procedures and processes
  - Understanding of the organisational arrangements for the examinations
- Interest in dental education and assessment, ideally demonstrated with a relevant postgraduate qualification
- Committed to equality and diversity and have high levels of integrity and professional standards
- Demonstrate involvement in supervising and teaching individuals in their first 3 years of post-qualification

### Skills and abilities

- Work confidentially and exercise discretion and diplomacy while working in accordance with MFDS guidelines
- Provide support and guidance to examiners as appropriate both orally and in writing
- Communicate promptly and effectively both orally and in writing
- Work constructively with other members of the examination team to identify, mitigate and address any issues arising prior to or during the examination diet
- Recognise when specialist advice is required and escalate appropriately
- Work effectively as a member of a committee, team or panel

The successful applicant will be required to attend up to 15 days of meetings/exams per year.



Applicants should submit a personal statement supporting their application and a CV to [examboardchair@dsfe.org.uk](mailto:examboardchair@dsfe.org.uk), clearly indicating in the subject line for which specialty they are applying. The personal statement should be no longer than 250 words.

Applications close on: 9am, Wednesday, 5 March 2025

Interviews to take place on 10 and 14 March.

Successful candidate notified mid-March 2025

**The closing date for applications is 9am, Wednesday, 5 March 2025**

