



Dental  
Specialty  
Fellowship  
Examinations

## Applications Invited (DEADLINE EXTENDED)

### Dental Specialty Fellowship Examination Board Chairs

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

**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 the above 10 specialties, 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.

We are therefore looking for an Examination Board Chair for each of the 10 Specialties 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.

### 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



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- Ensure adequate recording of activity and decision making to evidence quality and standards, and participate in responses to any GDC audits of activity
- 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

### 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

#### Skills and abilities

- Work confidentially and exercise discretion and diplomacy while working in accordance with DSFE 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 10 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, 20 January 2025

Interviews during February 2025

Successful candidate notified mid-March 2025

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