Chair of the Examination Management Board for the FGDP Diploma in Primary Care Oral Surgery

Introduction

The fundamental aim of this course is to provide practitioners with the opportunity to complete multiple “hands on” oral surgery cases supervised by an appropriately experienced oral surgeon in a routine clinical setting; and to increase knowledge, skills and confidence in oral surgery.

Observation and mentoring of all types of routine oral surgery cases in a specialist practice environment will empower practitioners with the confidence and competence to complete routine oral surgery procedures “in house” minimising the need to always refer.

The structure of the examination is currently being reviewed with a transition from traditional examinations to that of a portfolio based assessment.

Role Description

Main Functions

The post holder will lead the Examination Management Board of the Diploma in Primary Care Oral Surgery which is responsible for developing the content and structure of the qualification and for the quality management of all aspects of the examinations. Specifically the post holder is responsible for ensuring that the exam as a whole meets the requirements of the curriculum and maintains standards from year to year.

Responsible to: FGDP Examinations Committee and Dental and Surgical Examination Committee

Responsible for: Diploma in Primary Care Oral Surgery Examiners

Liaises with: FGDP Head of Education, Head of Exams, Examination Officers, FGDP Chair of Exams Committee, Chair of DSEC and members of the Examination Management Board for the Certificate
Duties and Responsibilities:

1. Ensure that the exam is managed to a high standard and reflects modern methods of assessment
2. Ensure the exam is carried out fairly and equally, making sure all examiners are aware of equality and diversity policies
3. Lead on any changes to the exam with input from the Course Lead, Exams Directorate and Educational Specialists.
5. Oversee the training and standardisation of all examiners.
6. Recommend the pass mark to the Examinations Directorate.
7. Monitor the standards of the Examiners and advise the FGDP Examinations Committee on their appointment/reappointment.
8. Quality manage all procedures that relate to the administration of the examination (item/component writing, examiner training, candidate assessment, examiner assessment, standard setting).
9. Chair the Exam Management Board meetings.
10. Attend the FGDP Examinations Committee (via teleconference 3 times a year).
## Person Specification

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<tr>
<th>Qualifications and Experience</th>
<th>Essential Criteria</th>
<th>Desirable Criteria</th>
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<tr>
<td></td>
<td>• Bachelor of Dental Surgery</td>
<td>• Considerable post qualification experience</td>
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<td>• Hold a postgraduate qualification of one of the dental faculties</td>
<td>• Understanding of and experience in developing best practice assessment techniques</td>
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<td>• Have experience of examining at postgraduate level</td>
<td>• Specialist registration in Oral Surgery</td>
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<td>• Have experience of writing assessment instruments</td>
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<tr>
<th>Skills</th>
<th>Essential Criteria</th>
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<td>• Evidence of a strong commitment to equality and diversity, and high levels of integrity and professional standards</td>
<td>• A strong and committed leader with the potential to develop authority, credibility and visibility throughout the examination</td>
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<td>• Good people management skills and ability to work in a senior level team</td>
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<th>Knowledge</th>
<th>Essential Criteria</th>
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<td>• Knowledge and understanding of the training and assessment for oral surgery specialists.</td>
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**Remuneration:** This is an unpaid post requiring approximately up to 5 days a year (mixture of meetings and desk time). All expenses are paid.

**Applications Process**
Suitably qualified applicants should apply by sending in their CV with a covering letter to:

**FGDP UK**
The Royal College of Surgeons of England
35-43 Lincoln’s Inn Fields, London, WC2A 3PE
Fgdpged@fgdp.org.uk

The Faculty of General Dental Practice is an **Equal Opportunities** Employer.

August 2017