

**Diploma in Orthodontic Therapy**

**Job Description**

**1. JOB TITLE**

Examiner for Diploma in Orthodontic Therapy of the Royal College of Surgeons of England

**2. LINES OF ACCOUNTABILITY**

Report to the Chair of the Board, through the Chair of the Panel of Examiners.

The Chair of the Board reports to the FDS Examinations Committee.

**3. QUALIFICATIONS**

 The Examiner should hold the following:

* Full Registration with the General Dental Council
* Postgraduate qualification appropriate to the post
* Fellow or Member or Affiliate of RCS Eng

**4. EXPERIENCE**

* Be in active clinical and/or academic practice (or <1 year of retirement)
* Be motivated to maintain knowledge and skills
* Have attended, or be willing to undergo regular examiner training appropriate to the needs of the Examination
* Have attended or be willing to undergo equal opportunities and diversity training

**5. JOB SUMMARY**

* Be available to participate in diets of the Examination as requested by the Chair of the Panel of Examiners
* Attend the Adjudication Meeting for any diets of the Examination in which they have acted as an examiner
* Observe strict confidentiality with regard to the performance of individual candidates in the examination and the deliberations of the Adjudication Meeting
* Prepare and develop examining materials, questions, model answers and OSCEs for the Examination
* Participate in meetings of the Examining Panel as required by the Chair of the Panel of Examiners
* Act to promote the Examination on behalf of the RCS Eng

**6. TIME COMMITMENT**

* Examining – approximately 4 days per annum
* Examiner Training – 2 days of initial training followed by approximately 2 days per 5 year cycle
* Preparing examining material – approximately 1-2 days per annum