Royal College of Surgeons
FACULTY OF DENTAL SURGERY

Membership of the Faculty of Dental Surgery (MFDS)

Applications Invited

MFDS Part 1/Part 2 Leads

Two vacancies have arisen for pivotal roles in the management and development of the MFDS, the membership examination of the Faculty of Dental Surgery at The Royal College of Surgeons of England (RCSEng). The aim of the MFDS is to assess knowledge and skills after completion of the foundation training programme for all dental graduates, whether they intend to pursue a career in general or specialist practice.

MFDS Part 1 Lead
MFDS Part 2 OSCE Lead

The posts would suit those involved in all sectors of dental care who have experience in assessment techniques. The duration of appointment is for three years (2020-2023). You will be required to attend up to 10 days of meetings/exams per year.

Please note selection will be by competitive interview.

For more information please contact the Examinations department at ExamsQAteam@rcseng.ac.uk.

Completed application forms should be emailed to ExamsQAteam@rcseng.ac.uk.

The closing date for applications is 2 December 2019.

Royal College of Surgeons
FACULTY OF DENTAL SURGERY

Dental and Surgical Examinations Directorate

Examination Board Component Lead

Role and Responsibilities

Introduction

Each set of examinations offered by the Royal College of Surgeons of England (RCSEng) falls under the Governance structure of the RCSEng. That structure is supplemented by bi-collegiate, tri-collegiate and intercollegiate arrangements for managing the examinations, with some examinations activity overseen by joint steering committees. Each examination has its own Examination Board.

Responsibilities

The role of the Examination Board Component Lead is to contribute to the running and development of the relevant examination under the guidance of the Chair by:

- Producing question material in a timely manner, working in collaboration with other colleagues where necessary
- Ensuring that question material produced fulfils the blueprinting requirement informed by the relevant examination syllabus, as identified by the Chair
- Ensuring that question material produced assesses knowledge and/or skills at an appropriate standard
- Reviewing examination question performance and discussing draft examination reports
- Contributing to proposals for changes to examination content or format by helping to outline the rationale for, and potential impact of, recommended developments
- Participating in Examiner training exercises

Person Specification

- Demonstrable commitment to the relevant examination through participation as an examiner
- Interest in medical education and assessment, ideally demonstrated with a relevant postgraduate qualification (e.g. M.Ed)

Recruitment

- Appointment will be made by the Chair of the relevant Examination Board, following consideration of applications supported by personal statements.

Royal College of Surgeons
FACULTY OF DENTAL SURGERY

MFDS EXAM BOARD

TERMS OF REFERENCE

1. Purpose

1.1 To develop and oversee all aspects of the MFDS examination in line with RCSEng's Assessment Principles.

2. Functions/Responsibilities

2.1 To determine and maintain under review the components of the examinations and the format of each component.

2.2 To determine and maintain for each diet the standard against which candidates are assessed in each component of the examination through standard setting exercises as required.

2.3 To determine the appropriate syllabus coverage for the examination by constructing and maintaining a blueprinting grid outlining the proportional contribution of different knowledge and/or skill domains. For course-based examinations, this will entail appropriate liaison with Course Leads, tutors and relevant members of staff.

2.4 To ensure that the content of examination papers is of appropriate scope and quality by prospectively reviewing papers produced by the Leads responsible for each component, as allocated by the Chair.

2.5 To determine the examination calendar for the examination and its components, including any overseas activity as required.

2.6 To determine criteria for the selection and appointment of examiners/question writers and to ratify their appointment.

2.7 To determine and deliver examiner training programmes.

2.8 To determine eligibility criteria for examination applicants and determine eligibility for exceptional applicants.

2.9 To provide the FDS Examinations Committee with quarterly reports of the activities of the Board and a report on examination performance following each diet.

2.10 To develop high quality assessment techniques for the examination, appropriately validated, to the agreed schedule, in line with RCSEng policies and best assessment practice which efficiently assess whether candidates have met the requirements specified in the relevant examination syllabus.

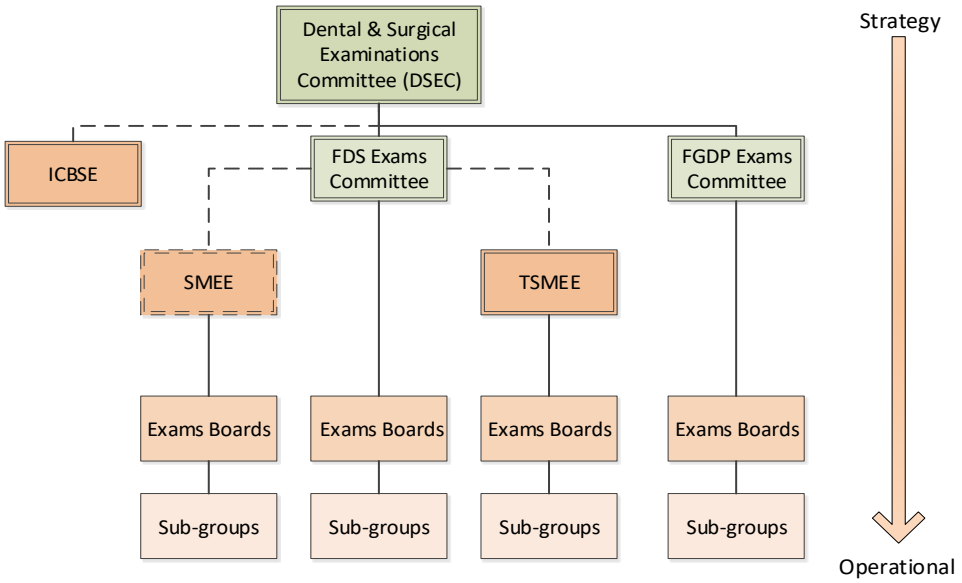
2.11 To undertake a full impact analysis of any proposed changes to the examination, including resource, financial and logistical implications, for consideration by the FDS Examinations Committee and DSEC.

2.12 To develop, establish and maintain quality assurance processes, in line with RCSEng's Quality Assurance Framework, to ensure the fairness and integrity of the examination.

2.13 To approve and maintain examination regulations and candidate guidance pertaining to the examination components produced by the relevant Component Lead.

3. Governance

3.1 Examination Boards report to the relevant Examinations Committee or, where applicable, to the relevant Examinations Executive, as shown in the governance structure below:



3.2 The MFDS Exam Board reports to the FDS Examination Committee, where it is represented by the Chair.

4. Composition

4.1 The Examination Board will comprise the following positions:

- Chair
- Deputy Chair
- Part 1 Lead
- Part 1 Deputy Lead
- Part 2 OSCE Lead
- Part 2 OSCE Deputy Lead
- QA Manager

4.2 The Chair may appoint a lay representative and a trainee representative if necessary.

4.3 The Chair may invite others to attend the Committee as required for a specific purpose and for a specific period of time.

4.4 A quorum of the Board will consist of three members of the Board plus the Chair or a Board member designated by the Chair to fulfil the Chair's role.

5. Appointments

5.1 The Chair will be appointed by the FDS Examinations Committees. The Chair will serve for a period of three years, or for a period to be determined by FDS Examinations Committee.

5.2 The Chair will recommend to the FDS Examinations Committee prospective appointments of the other members of the Examination Board. Examination Board members will serve for a period of three years, or for a period to be determined by the FDS Examinations Committee.

5.3 Existing members are eligible to apply for a further three years on the Exam Board subject to fulfilling the appropriate criteria (such as examinership tenure), albeit not in the same position. The maximum tenure for any individual on the Exam Board is six years.

5.4 Re-appointments are subject to the standard application process. The Chair reserves the right to terminate an Exam Board member's appointment in writing, in accordance with the relevant College guidance for Exam Board membership.

June 2019

Royal College of Surgeons
FACULTY OF DENTAL SURGERY

MFDS Exam Board Application Form for the role of:

1. Personal Details

Title:	Forenames:
Surname:	GDC No:
Home Address:	Practice Address:
Postcode:	Postcode:
Telephone:	Telephone:
Email:	Email:
Mobile:	

2. Qualifications (degrees, diplomas, professional examinations)

Qualification	Awarding Authority	Year of award

Royal College of Surgeons
FACULTY OF DENTAL SURGERY

3. Appointments (current appointment first and then those relevant to the application)

Name and address of employer	Position held	Dates (from/to)		Speciality (if applicable)

Continue on a separate sheet if necessary

Royal College of Surgeons
FACULTY OF DENTAL SURGERY

4. Supporting statement (please explain, using relevant examples, how you meet the criteria in the person specification).

Continue on a separate sheet if necessary

Royal College of Surgeons
FACULTY OF DENTAL SURGERY

5. References

Please give details of two referees, not related to you, who can be approached if your application is successful. One of the referees should be your present or most recent employer, and both should be work related.	
Name:	Name:
Position:	Position:
Relationship to you:	Relationship to you:
Address:	Address:
Postcode:	Postcode:
Email:	Email:
Telephone:	Telephone:

6. Declaration

I confirm that, if appointed, I will not teach on an MFDS preparatory course 3 months before the start of my examiner term. I also confirm that I will not teach on a preparatory course during or within three months of the termination of my examiner ship.

I declare that all the information I have given on this application form is true to the best of my knowledge.

I understand that my application may be rejected and/or that I may be removed from the examiner panel if I have given false information.

I understand that, if I am appointed, personal information about me including performance data relating to examiner training and feedback will be computerised for personnel / administrative purposes and statutory returns and will be held by the RCS ENG Examinations department, and the staff who administer the electronic

training portal and feedback process. As examiners can be temporarily inactive this information will be held electronically for the maximum possible duration of the examiner's term of office (currently 16 years).

Signed: **Date:**

On completion, this form should be sent to dentalteam@rcseng.ac.uk.

Equal Opportunities form

The Royal College of Surgeons of England aims to ensure fair treatment in relation to admission and assessment of examination candidates. Completing this form will allow us to monitor our statistics and ensure that we are delivering a fair examination to all candidates.

In line with UK and Irish legislation and good practice guidelines, we are asking all applicants to complete this section. You are not obliged to provide any of the information in this section, and a 'prefer not to say' option is provided, but if you do so, it will enable us to monitor our business processes and ensure that we provide equality of opportunity to all.

This information will be held in accordance with the General Data Protection Regulation and held in line with the retention schedule of the College you applied to. Information relating to the retention schedule can be supplied on request. Your information will be used only for monitoring our business practices.

Royal College of Surgeons
FACULTY OF DENTAL SURGERY

Gender

- ☐ Female
- ☐ Male
- ☐ Transgender
- ☐ Prefer not to say

Ethnicity

Choose one selection from the list below to indicate your ethnic group or background.

a) White

- ☐ English/Welsh/Scottish/Northern Irish/British
- ☐ Irish
- ☐ Gypsy or Irish Traveller
- ☐ Any other White background (write in)

b) Mixed / Multiple Ethnic Groups

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other mixed background (write in)

c) Asian or Asian British

- ☐ Bangladeshi
- ☐ Chinese
- ☐ Indian
- ☐ Pakistani
- ☐ Any other Asian background (write in)

d) Black / African / Caribbean / Black British

- ☐ African
- ☐ Caribbean
- ☐ Any other Black / African / Caribbean / Black British (write in)

Other Ethnic Group

- ☐ Arab
- ☐ Any other ethnic background (write in)

☐ *Prefer not to say*

Do you consider your first language to be English?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

Do you have a disability under the terms of the Equality Act 2010? (The Equality Act defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term negative effect on your ability to do normal daily activities).

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

What is your sexual orientation?

- ☐ Bisexual
- ☐ Heterosexual
- ☐ Lesbian or Gay
- ☐ Prefer not to say

Marital Status

- ☐ Single
- ☐ Married
- ☐ Cohabiting
- ☐ Civil partnership
- ☐ Separated/divorced
- ☐ Widowed
- ☐ Prefer not to say

What is your religion or belief?

- ☐ Buddhist
- ☐ Christian
- ☐ Hindu
- ☐ Jewish
- ☐ Muslim
- ☐ Sikh
- ☐ Other religion/belief
- ☐ No religion
- ☐ Prefer not to say