



Royal College
of Surgeons

FACULTY OF DENTAL SURGERY

Diploma of Membership of the Faculty of Dental Surgery (MFDS)

Applications Invited

MFDS Deputy Chair

A vacancy has arisen for a pivotal role in the management and development of the MFDS, the membership examination of 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 Deputy Chair

The post holder will assist the MFDS Chair in leading the MFDS Examination Board, 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 will assist the MFDS Chair in ensuring that the MFDS as a whole meets the requirements of the curriculum and maintains standards from year to year. The post holder will also promote the exam in conjunction with the RCS examinations and external affairs department.

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 18 November 2019.



Dental and Surgical Examinations Directorate

Deputy Chair of Examination Board

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 with bi-collegiate, tri-collegiate and intercollegiate arrangements for managing certain examinations, with some examinations activity overseen by joint steering committees. Each examination has its own Examination Board.

Responsibilities

The role of the Deputy Chair is to support the Chair in managing the agenda of the Examination Board and provide support in overseeing the effective running and development of the examination by:

- Ensuring that each examination's content is blueprinted to achieve appropriate syllabus coverage
- Ensuring that each examination diet is standard set appropriately and providing guidance in the identification of this standard where necessary
- Overseeing the production of examination reports for the relevant Examinations Committee
- Identifying areas for development within the bank of examination questions, and new questions to be produced by the relevant question-writing group in liaison with relevant colleagues
- Contributing to the recruitment and appointment of new Board members
- Contributing to the training of new examiners
- Representing the Examination Board on the relevant Examinations Committee and other committees as required
- Identify where there are issues with Exam Board members with regard to attendance or conduct, and act in accordance with the agreed procedures as appropriate
- Acting as Lead Examiner in the examination as required
- Deputising for the Exam Board Chair as required
- Promote the Examination in conjunction with the RCS examinations and external affairs department.

Person Specification

- Demonstrable commitment to the relevant examination through participation as an examiner and a Board member
- Interest in medical education and assessment, ideally demonstrated with a relevant postgraduate qualification

Recruitment

- Appointment will be made by a panel comprising the Chair of the relevant Examinations Committee and Director of Dental and Surgical Examinations.



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.

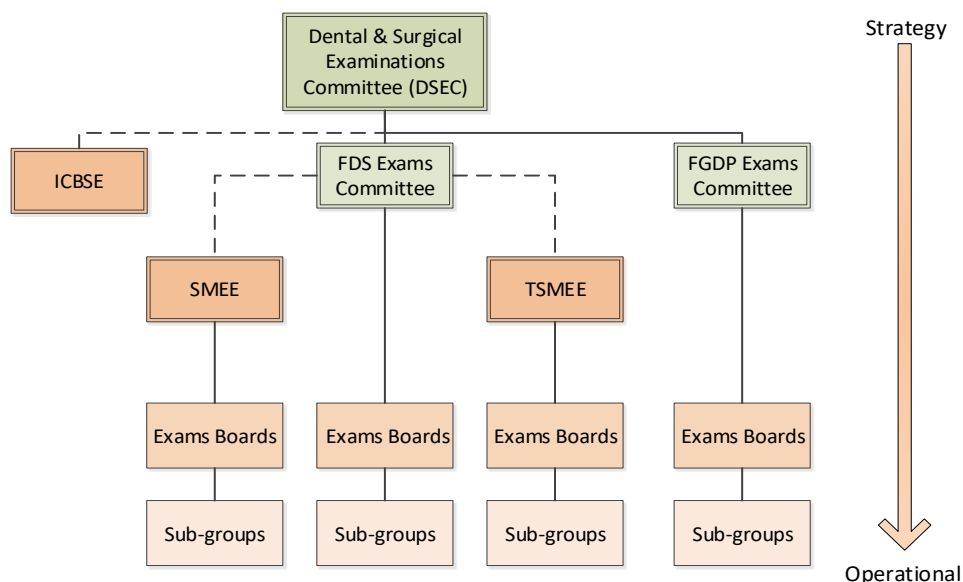
2. Functions/Responsibilities

- 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.



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- 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

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

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

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

Continue on a separate sheet if necessary

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.



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