



MEMBERSHIP OF THE FACULTY OF DENTAL SURGERY (MFDS) EXAMINATION

MFDS – PART 1 CO-CONVENOR

ROLE SPECIFICATION

The Faculties of Dental Surgery of the Royal College of Surgeons of Edinburgh and the Royal College of Physicians and Surgeons of Glasgow jointly manage the assessments offered for award of the Diploma of Membership of the Faculty of Dental Surgery (MFDS) of each College.

The Part 1 examination is administered on behalf of both Colleges by the Glasgow College and the Part 1 Co-Convenor will be a member of the Glasgow College. The Co-Convenor will work in collaboration with the Part 1 Co-Convenor in situ. The Part 1 examination is offered twice a year. This role is an honorary position and is, therefore, not salaried. Allowable expenses are reimbursed.

The main responsibilities of the Part 1 Co-Convenor are shown below:

- Chair of the Part 1 Written Paper Group
 - Manage the question bank
 - Create blueprint
 - Write questions against blueprint
 - Compile question papers
 - Convene standard setting meetings
 - Scrutinise and agree results with Psychometrician input
 - Review question performance
 - Ensure provision of examiner training

- Committee membership

Annual commitment to attend the following meetings, usually held in Glasgow unless otherwise indicated:

- 2 meetings of the MFDS Management Board (currently remote but may be held alternately in Edinburgh or Glasgow)
- 2 meetings of the MFDS MCQ standard-setting group
- 2 meetings of the Dental Examinations Board
- 2 meetings of Part 1 question setting/paper compilation groups
- 1 question writing day

In addition, ad-hoc meetings will be held to discuss specific issues at various points throughout the year and input to various consultation documents is required. It is anticipated that attendance at meetings may be shared between the MFDS Part 1 Co-Convenors to allow the individuals to retain adequate personal study and professional leave allowances from their parent institutions. Regular contact with the College's Assessment staff is a pre-requisite with demands peaking immediately prior to deadlines for finalisation of examination papers for diets of the MFDS Part 1 examination and prior to release of results.



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SURGEONS OF GLASGOW

The Co-Convenor will serve for a period of three years in the first instance. This term may be extended by a further period of up to two years by mutual agreement.