

Role Description:

Lay Member of the Executive Committee – Dental Examinations Executive

Role Title

Lay Member

Reporting to

Chair, Dental Specialty Fellowship Examinations /MFDS Executive Committee
(via the Dental Examinations Executive)

Term of Appointment

Three years, renewable once (maximum six years)

Remuneration

Unpaid / voluntary role (reasonable travel and subsistence expenses reimbursed)

Purpose of the Role

The Lay Member provides independent oversight and a patient-centred perspective to the governance, quality assurance and continuous improvement of the Dental Specialty Fellow Examinations and MFDS examinations.

The role exists to:

- ensure that public and patient interests are considered in examination policy and decision-making;
- support confidence in the fairness, transparency and integrity of dental postgraduate assessment; and
- act as a constructive critical friend to the Committee, Chair and the Dental Examinations Executive.

Key Responsibilities

The Lay Member will:

- Attend and contribute to meetings of the Dental Specialty Fellowship Examinations /MFDS Executive Committees (and sub-groups as appropriate).
- Provide an independent lay perspective on matters relating to:
 - examination governance and quality assurance
 - candidate experience and fairness
 - equality, diversity and inclusion
 - reasonable adjustments and mitigating circumstances
 - complaints and appeals processes (where appropriate).
- Scrutinise papers and supporting information in advance of meetings and contribute thoughtfully to discussion and decision-making.
- Support the Committee in ensuring that examination processes align with:
 - best practice in postgraduate assessment
 - regulatory expectations
 - public and patient confidence.

- Participate in short-life working groups or review activity as required (e.g. policy development, QA reviews, or candidate feedback themes).
- Engage in induction, training and periodic review of the role.

The Lay Member does not participate in:

- question writing or marking
- examiner appointment decisions
- operational delivery of examinations.

Time Commitment

- Typically 2–4 meetings per year, plus preparation time.
- Occasional additional meetings or papers for specific reviews or working groups.

Meetings are normally held virtually, with occasional in-person meetings where appropriate.

Person Specification

Essential

- Demonstrable independence from dental or medical training, examining or regulatory roles.
- Experience representing, advocating for, or working with patients, service users or the public in a formal or governance context.
- Ability to act as a constructive critical friend, including confidence to question and challenge senior professionals appropriately.
- Strong communication skills and the ability to contribute effectively in committee settings.
- Ability to read, understand and interrogate complex written information.
- Sound judgement, discretion and integrity.
- Commitment to principles of fairness, transparency and equality in assessment.

Desirable

- Experience of governance, quality assurance or oversight roles.
- Familiarity with healthcare education, professional regulation or public sector bodies.
- Understanding of equality, diversity and inclusion in assessment or recruitment contexts.

Induction and Support

The successful candidate will receive:

- a structured induction to Dental Specialty Fellowship Examinations/MFDS governance and examination processes;
- ongoing support from the Dental Examinations Executive; and
- access to relevant training and briefing materials.

Equal Opportunities

The Colleges are committed to equality, diversity and inclusion and welcomes applications from individuals of all backgrounds. No prior clinical or dental experience is required.