

## Role Description

# EXAMINER

### **Purpose of the position:**

To provide specialty expertise to the development of examination content and administration of the Fellowship Examination; be committed to the vision, mission and values of The Royal College of Dentists of Canada; and act as an ambassador for the profession.

### **Duties and Responsibilities:**

#### *Content Development*

- Develop examination content using appropriate reference materials.
- Adhere to all deadlines for content creation.
- Review and revise content as directed by the Chief Examiner.

#### *Examination Administration*

- Review and rehearse oral examinations, including scoring rules and timing, prior to delivery, as part of the examination team.
- Administer oral examinations.
- Independently evaluate candidate answers during oral examinations and document all major deficiencies.
- Independently enter marks for each candidate in individual scoring sheet.
- Participate at key validation and assist the Chief Examiner in the creation of performance reports.

### **Qualifications and Requirements:**

The Examiner must be:

- A Fellow, in good standing, for a minimum of three years
- Preferably domiciled in Canada
- A subject matter expert
- Licensed specialist within their specialty in their province or state of residence
- Engaged in one or more of the following on a full or part-time basis:
  - Clinical practice
  - Research
  - Teaching
  - Related activity in dentistry or dental sciences.

The Examiner is required to:

- Devote the necessary time to fully participate in all required activities associated with the Fellowship Examination
- Capably use technology

### **Key Competencies:**

Examiners shall demonstrate:

- Integrity in personal and business dealings
- Good judgement and independence of mind
- Ability to listen and understand key points
- Ability to articulate thoughts in a clear and concise manner
- Ability to relate to a wide range of people



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- Ability to establish quality relationships and influence others
- Ability to disagree without being disagreeable
- Willingness to change stance when necessary

**Orientation and Training:**

Participate in examiner training every 3 years or when required by the College.

**Commitment Required:**

In addition to the responsibilities listed above, the Examiner will attend:

- Specialty examination team meetings
- Convocation and Annual Dinner (optional)

**Term:**

3 Years (initial term), renewable annually thereafter

**Benefits:**

- Valuable networking opportunities
- Opportunity to share and learn best practices
- Practical experience in leadership and governance

**Accountability:**

The Examiner is accountable to the Chief Examiner.