

# General Dental Council

## Overseas Registration Examination Advisory Group

### Chief External Examiner

### Application Form

Please note that your application will be considered purely based on a fully completed application form.

Please complete this form electronically. Hand written forms will not be considered.

Your completed form should be sent to: Alex Edmondson, Registration Operations Manager, via e-mail to [aedmondson@gdc-uk.org](mailto:aedmondson@gdc-uk.org) by **5pm on 12 October 2018**. Applications received after this date may not be considered.

#### Personal Details

GDC Registration Number:

Title:

Forenames:

Surname:

Work address:

Home address:

Home tel:

Work:

Mobile:

E-mail:

Are you able to commit up to 25 working days per year to attend ORE Exam, Advisory Group and related meetings? Please contact the GDC for more details about the commitments required for the role.

Yes

No

#### Reason for application

Please describe the reasons why you would like to become a Chief External Examiner of the Overseas Registration Examination Advisory Group. Max 200 words

**Qualifications**

Please list any post-secondary school, professional or other qualifications you hold and any other relevant training you have undertaken. (Continue on another sheet if necessary)

Name of awarding body/organisation	Subject	Qualification (BSc, MBA etc)

**Career history including voluntary work**

Please give a brief overview of your career history, starting with the most recent. Include any voluntary work, Public Appointments, and other positions of responsibility that you consider relevant. (Continue on another sheet if necessary)

Job title/Role	Organisation	Main responsibilities

## Relevant experience

The following section asks you about your experience and achievements in work and other settings. The questions ask you to provide examples of where you have demonstrated skills and abilities relevant to this role on the Overseas Registration Examination Advisory Group.

Your responses to these questions will be used to evaluate your application, so take time to think about your responses and choose examples which best illustrate each quality listed.

For each of the questions, please include:

- a brief, but clear, description of the situation
- what *you* did in the situation
- what the outcome was

Please give more than one example for each question if you wish but try to use different examples for each question. The examples you choose can be from any setting (work, education, home life, voluntary activities, etc.), but work-related ones may be more helpful.

**Please limit your responses to 150 words per question.**

### 1. Ability to provide leadership

As Chief External Examiner of the ORE you will be led by the principles of the ORE Advisory Group to lead and inspire the pool of External Examiners. Please give an example of when you have had to lead a similar group.

### 2. Judgement and decision making

As Chief External Examiner of the ORE you will need to exercise sound judgement supported by logical, structured argument and to make objective decisions based purely on the facts and evidence that support collegiality. Please provide an example of when you have had to use these skills.

### 3. Communication

With responsibility for quality assuring individual diets of the ORE, you will need to be clear when communicating with the GDC's External Examiners and the Internal Examiners of the supplier institutions. Please provide an example of when you have demonstrated strong communication skills.

**4. A credible professional presence and conviction**

As Chief External Examiner of the ORE you will be expected to challenge people constructively and help resolve conflicts, without the other Advisory Group Members present. Please provide an example of when you have had to resolve conflicts or investigate complaints.

**5. Organisational skills**

As Chief External Examiner of the ORE you will be expected to be able to have good organisational skills, with an ability to prioritise, be reliable, able to meet deadlines but maintain an integrated focus. Please provide an example of when you have had to use these skills.

**6. Experience of assessment methods and quality assurance**

As a member of the ORE Advisory Group, you will be expected to contribute to discussions on all aspects of the ORE in relation to examination methodologies, governance and quality assurance. Please describe your experience of best practices in Higher Education.

**7. Working to maintain the integration and function of an extended team**

Describe how you are able to effectively lead projects that require negotiation, compromise, and collegiately to meet complex goals.

**8. Dental Undergraduate Examining.**

Briefly describe how you use Preparing for Practice in the context of assessing dental undergraduates.

**9. Commitment to values**

As a Chief External Examiner, you will be expected to uphold GDC values. Please provide an example of when you have either championed equality or celebrated diversity in a similar role.

Please give details of any criminal convictions (please note that Dentists are exempt from the Rehabilitation of Offenders Act).

Offence	Penalty or order of the court	Court	Date
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Is there anything in your private or professional working life, past or present, that may call into question your integrity, independence or suitability as a member of the Overseas Registration Examination Advisory Group if it became known in the event of your appointment?

Yes                       No

If yes, please give details:

Are you, or have you ever been, subject to the disciplinary process of any professional body or your employer or an NHS body?

Yes                       No

If yes, please give details including the outcome and the dates:

**Conflict of interest**

Please disclose any other information about your private/professional life that you consider relevant to an assessment of your suitability for this appointment, including anything that may be considered a conflict of interest.

Is there anything else you would like us to know? Please give details:

**References**  
References will be sought prior to appointment. Please provide details of two referees. At least one of these should be a person who knows you in a work context. One of your referees should be someone who has known you in a professional capacity for at least 3 years.

Title	Title
Address	Address
Postcode	Postcode
Tel	Tel
Fax	Fax
Email	Email
How many years has this person known you?	How many years has this person known you?
In what capacity?	In what capacity?

**Declaration**  
I confirm that to the best of my knowledge, the details provided above are correct and complete.

Signed:	Date:
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Thank you for completing this form.

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## CONFIDENTIAL – TO BE DETACHED AND USED FOR MONITORING PURPOSES ONLY

### Diversity Monitoring Form

The GDC is committed to promoting and developing equality and diversity in all our work. We want to be sure that our policies and ways of working are fair and do not discriminate against individuals or groups. To help us to monitor the effectiveness of our policies and practices we ask you to complete the monitoring form attached. It is not compulsory to complete this form. However, please note that this information will be treated in the strictest confidence under the Data Protection Act 1998 and will be used to produce statistics to enable the GDC to look at the diversity profile of our staff, registrants and others with whom we work. Through this we can check a variety of processes to ensure equality and address issues as they arise.

### AGE

- 16-21     22-30     31-40     41-50     51-60     61-65     over 65

### DISABILITY

Do you consider yourself disabled?     Yes     No

(A disabled person is someone who has an impairment, experiences externally imposed barriers or self-identifies as a disabled person.)

### ETHNIC ORIGIN

#### Asian or Asian British

- Bangladeshi  
 Indian  
 Pakistani  
 Any other Asian background  
*please specify*\_\_\_\_\_

#### Mixed Ethnic Background

- White and Asian  
 White and Black African  
 White and Black Caribbean  
 Any other mixed ethnic background  
*please specify*\_\_\_\_\_

#### Black or Black British

- African  
 Caribbean  
 Any other Black background  
*please specify*\_\_\_\_\_

#### White

- British  
 Irish  
 Any other white background  
*please specify*\_\_\_\_\_

#### Chinese or any other ethnic group

- Chinese  
 Any other ethnic background  
*please specify*\_\_\_\_\_

### GENDER

- Female                       Male

**Religion/Belief**

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Buddhist  | <input type="checkbox"/> Sikh   |
| <input type="checkbox"/> Christian | <input type="checkbox"/> None   |
| <input type="checkbox"/> Hindu     | <input type="checkbox"/> Other religion / faith <i>please specify</i> _____ |
| <input type="checkbox"/> Jewish    | <input type="checkbox"/> Prefer not to say                                  |
| <input type="checkbox"/> Muslim    |   |

**Sexual Orientation**

- |                                  |                                       |   |
|----------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Gay     | <input type="checkbox"/> Bisexual     | <input type="checkbox"/> Do not wish to say |
| <input type="checkbox"/> Lesbian | <input type="checkbox"/> Heterosexual |   |