

**Person specification for the role of External Examiner – Dental Nursing**

<b>Essential</b>	<b>Desirable</b>
General Dental Council (GDC) Registrant	Data Analysis Skills
Thorough knowledge of GDC Standards for Education, current GDC Learning Outcomes (and their replacements) Preparing for Practice (Scope of Practice) for dental nurses	Experience of producing reports
Experience in delivering and quality assuring dental nursing qualification	
Current independency of any delivery, assessment, quality assurance or associate responsibilities for City & Guilds Dental Nursing qualifications and apprenticeships	
Up to date, relevant subject knowledge, and/or occupational industry experience	
Availability to attend meetings as required	
Ability to manage key activities as agreed within biannual plan	
Attention to detail and ability to meet deadlines	
Proficient IT skills with experience of using key business software e.g. outlook, Word and Excel	

Access to a secure PC with a security system, up to date anti-virus software, private broadband access, and a personal, private e-mail account	
Excellent communication skills with ability to communicate with a wide variety of stakeholders both verbally and in writing	

### Limitations

External Examiners **must not be involved** in the City & Guilds dental nursing qualifications or apprenticeships

- delivery
- assessment
- internal quality assurance
- external quality assurance
- development or review of content
- development or review of assessment materials
- independent end point assessment