

Person specification for the role of External Examiner – Dental Nursing

Essential	Desirable
Trained and qualified within the Dental Nurse scope of practice or hold a higher qualification. (Dentist, Dental Hygienist, therapist, orthodontic therapist)	Data Analysis Skills
Hold relevant general or specialist registration with a UK regulatory body.	Clinical experience
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
Knowledge of external quality assurance organisations and their process and procedures.	Hold Teaching and Assessing qualifications
Must not have any involvement with the development of assessment material relating to dental qualifications.	
The appropriate applicant must complete Equality, Diversity and Inclusion (EDI) training	
Availability to attend meetings as required	
Ability to manage key activities as agreed within the annual plan	
Attention to detail and ability to meet deadlines	

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Understand and distil complex information from a variety of sources, accurately identifying and reporting emerging trends and making recommendations for improvements	
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 remain fully independent from City & Guilds.
- External Examiners must not be involved with the development of any related materials.



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