

External Examiner (Dental Nursing)	
Role Overview	Responsible for ensuring City & Guilds meets the GDC Standards for Education
1. Review qualification specifications	
1.1	Regularly review qualification specifications and assessment materials to ensure currency with and coverage of the published GDC standards of education
1.2	Ensure currency and alignment of City and Guilds Dental Nursing Qualifications with Skills for Health Assessment Principles and National Occupational Standards
1.3	Regularly analyse statistical data on the performance of external assessments
1.4	Monitor the inclusivity of assessment materials, ensuring safeguarding is paramount
2. Feedback	
2.1	Review Examiner, LIEPA and Lead EQA reports on the performance of practical assessments
3. Reporting	
3.1	Produce an annual report that: <ul style="list-style-type: none"> - outlines how City & Guilds' delivery of the GDC approved dental nursing qualifications meets the published GDC Standards for Education - outlines how City & Guilds qualifications align to the GDC Learning Outcomes/Safe Practitioner Framework for Dental Nurses - Considers and responds to feedback provided by centres and learners including trend analysis - Identifies best practice - Identifies any areas for improvement - Makes recommendations for improvement
4. Advice to City & Guilds	
4.1	Be available for consultation on key dates
4.2	Provide timely advice to City & Guilds on all aspects of the assessment
4.3	Provide timely advice to City & Guilds to ensure continued currency of qualification content
4.4	Share intelligence and information that may impact the continued currency of qualification content
5. Communication	
5.1	Inform City & Guilds immediately if unable to complete allocated work
5.2	Respond to phone calls and emails within 2 working days

All duties must be carried out in accordance with City & Guilds procedures and instructions.