

RCSEd International Dental Ambassador Role Description 2022

Terms of Reference

To be the face of the Faculty of Dental Surgery (thereafter known as 'the Faculty') for the whole dental team within the region/country in which the Ambassador has responsibility. They will provide an impetus within their region to engage with the views of all members of the dental team and to promote the career benefits of being a Member of the Faculty and the Royal College of Surgeons of Edinburgh (thereafter known as 'the College'). It is the intention that these supportive, dynamic and enthusiastic individuals will develop and maintain communication between the College and all dental professionals, as well as to promote new affiliations to the Faculty.

Remit

- To be an approachable and visible source of information on the Faculty and College activities;
- To remain conversant with the Faculty's dental examination regulations, procedures and timetables for the Faculty's examinations and diets;
- To maintain a current awareness of College and Faculty strategies, priorities, developments, educational courses and dental examinations, through the College website;
- To engage within an Network of International Dental Team Ambassadors within their region;
- In consultation with the Outreach Manager, to initiate and engage in activities to promote the Faculty and College, including providing all dental team members in their region/country with an opportunity to attend a Faculty educational event each year in their region/country. (This may be in conjunction with the other International Dental Ambassadors for your region);
- To further the process of affiliation by initiating self-funding, local developmental activities, which would be supported, where possible, by College resources;
- To advise all dental team members and other interested parties on career pathways in dentistry, including the range and benefits of the professional development opportunities that are available through the Faculty and the College;
- To attend the annual Dental Ambassadors' Conference in Edinburgh in order to present and or discuss issues as well as be kept informed of any developments, initiatives and changes in either the Faculty or College policies;
- To provide a brief annual report of relevant activities and involvements as the Faculty's representative in their region/country for each annual meeting of the Ambassadors with Dental Council.

Reporting Structure

The International Dental Ambassador should *recommend* to Dental Executive/Dental Council, via the Vice-Dean on:-

- Activities that may promote the Faculty and the College in their region.
- Topics, individual contributors, sponsors, potential dates and venues of Faculty promotional events that they would like to organise within their region.

The International Dental Ambassador should *advise* Dental Executive/Dental Council, via the Vice-Dean, on:-

- Issues, developments or individuals within the Ambassador's region that may either favourably or unfavourably affect the International objectives of the Faculty.

- Any regional/national Faculty events, study groups, workshops, training measures, career guidance, via an annual review of their activities by the Dental Vice-Dean.

Eligibility

International Dental Ambassadors must hold a minimum of a Dental Membership, have enthusiasm, drive and passion for the development of others and be in good standing with the College.

Applicants who are currently not College Members must affiliate with the College prior to confirmation of their appointment.

They must have no conflict of interest as defined in Dental Regulation 28.

Terms of Office

Appointments are made for three years, with the possibility of a one year renewal. Ambassadors who wish to resign before their tenures are completed should do so by writing to the Honorary Secretary of the Dental Faculty, giving at least two months' notice. Equally, Dental Council may also give an Ambassador two months' notice when circumstances prevent the continuation of the appointment. The reasons for termination would normally be given in writing.

Application Process

The announcements of Ambassador vacancies are usually publicised by either emails to Dental Members, notices placed in Surgeons News or on the College website. Applicants must submit a completed structured application form that is supplied by the College and return it to the Honorary Secretary of the Dental Faculty by the notified deadline.

Appointment Process

Dental Council decides upon appointments to the position of Ambassador for each region/locality after receiving comments and initial recommendations from the Dental Executive.

Succession Planning

Within twelve months of the completion of an Ambassador's three-year tenure, or upon receipt of an Ambassador's early resignation, the Dental Executive will begin the process of succession planning. When an Ambassador expresses an interest in continuing in post, due consideration would be given to their past performance and effectiveness in advancing the Faculty's objectives before a decision is made about granting an annual extension.

Lines of Accountability

The International Dental Ambassador shall report directly to Dental Council, via the Vice-Dean.

Letters of Appointment

The notification letter of appointment as an Ambassador will include the responsibilities, expectations, commitments and the Terms and Conditions (including links to relevant College policies) as well as entitlements, details of College support (e.g. business cards, website listings and

illustrated biographies etc.) and reimbursements. (e.g. travel policy, maximum costs to be reimbursed from port of entry to the UK, subsistence and number of nights' reasonable accommodation etc.)