

## Accreditation Reviewer Job Description RCSEd Dental Faculty

### Introduction

The Royal College of Surgeons of Edinburgh, Faculty of Dental Surgery has a longstanding reputation for offering the highest standards of dental education and training activity, both nationally and internationally. As part of our commitment to maintaining and improving these standards, the Faculty offers two accreditation routes for quality assurance of an educational activity. Each route has a defined process in which a short dental course or programme of study is reviewed against specific sets of College standards by clinical and educational reviewers. The award of RCSEd Dental Faculty Accreditation shows that an educational activity has suitably met the College's exacting quality standards and permits use of the College logo in conjunction with the course or programme.

### Role

The Accreditation Reviewer should have current working knowledge of dental postgraduate education curricula, standards and governance in the relevant specialty, and be committed to equality and diversity, possessing high levels of integrity and professional standards. The Accreditation Reviewer will provide an impartial and independent review of evidence against specific RCSEd Standards for Dental Course Accreditation and/or RCSEd Standards for Dental Programmes of Study and will make recommendations to the applying institutions on that basis.

Evidence is submitted on behalf of the applying institution's Course Convenor or Head of Programme and, in some cases, gathered through observations at a physical or remote visit to the institution. This role is performed in the context of the Accreditation Reviewer's expertise and knowledge of good practice in training and in accordance with RCSEd standards and requirements.

RCSEd Dental Accreditation Reviewers are appointed by the RCSEd Dental Education Board and Dental Council and are responsible to these groups as well as RCSEd Professional Standards Committee. Accreditation Reviewers are required to undertake the Faculty's Accreditation Reviewer training and adhere to requirements of the Accreditation Reviewer Terms of Reference.

### Responsibilities and duties

- Review submitted application form and supporting documentation from applying institution to determine whether the evidence supplied is sufficient to meet each College standard, liaising with the College's Education team as required
- Complete the relevant accreditation review paperwork to document review and provide a recommendation for accreditation, detailing any conditions and/or requirements as required
- Submit completed accreditation review to College's Education team and liaise with the team on any additional information which may be required

- With assistance from the College's Education team, plan content of the visit to the applying institution (if required) taking into account the relevant standards to be evidenced
- If required, visit applying institution to observe a delivery of the course/programme and meet with the relevant stakeholders (course convenor/head of programme, trainers, trainees etc) to gather and record information on standards for a final report
- Complete any follow up actions from visit report and participate in feedback to applying institutions
- With assistance from the College's Education team, support with undertaking ongoing monitoring of accredited activity and advise on any issues/concerns which may arise

## Person Specification

### Knowledge & Experience

*An Accreditation Reviewer must:*

- Be a Member or Fellow of the College in good standing
- Be based and working in a UK institution
- Have up-to-date knowledge of dental postgraduate education, GDC Standards for Dental Education, curriculum and standards
- Be committed to equality and diversity, possessing high levels of integrity and professional standards.

### Skills and Abilities

*An assessor must be able to:*

- Commit to accreditation review requests where possible
- Commit to accreditation reviewer training appropriate to the needs of the College
- Work confidentially and exercise discretion and diplomacy within College guidelines
- Provide support and guidance to course convenors/head of programmes
- Communicate promptly and effectively both orally and in writing
- Work as a member of a committee, team or panel
- Understand the rationale, expected standard and structure of dental courses and programmes of study, and the outcomes and domains that they should be achieving, as defined in the College standards
- Take a consistent, fair and measured approach in commenting on dental courses and programmes of study
- Remain objective and impartial