



The Royal College of Radiologists

## Examiner Job Description

<b>Job title</b>	DDMFR Examiner
<b>Exam</b>	DDMFR <a href="#">Part A</a> and <a href="#">Part B</a> Exams
<b>Preferred specialties</b>	Dental Radiology, Clinical Radiology and Medical Physics
<b>Term duration</b>	6 years
<b>Application closing date</b>	See <a href="#">RCR website</a>

The acquisition of the Diploma in Dental and Maxillofacial Radiology (DDMFR) exam is a requirement for satisfactory completion of specialist training in dental and maxillofacial radiology. The exam assesses candidates on all aspects of dental and maxillofacial radiology against the curriculum; the Part A exam also addresses the basic sciences of physics, anatomy and techniques.

The DDMFR Exam Board is responsible for the exam overall, ensuring that it covers the scope of the curriculum and current practice, meets the standards set by the General Dental Council and is demonstrably fair and reliable. The Board also identifies potential improvements and makes recommendations within the wider RCR governance structure for changes to the format and structure of DDMFR exams. The Board reports to the RCR's Specialty Training Board and follows a similar quality framework as the exams the RCR runs for Clinical Radiology and Clinical Oncology.

### Role Tasks

Examiners have a range of responsibilities, which include:

- conducting the oral exams
- marking all exams
- selecting cases to make up reporting exams
- reviewing the performance of individual exams to ensure that they meet the standards expected, identifying any shortcomings and making recommendations for the future
- reviewing the pattern of performance of the exam over time to ensure standards are maintained and identifying areas for improvement
- developing the exam to ensure that it remains relevant to the curriculum and to clinical practice
- gathering, preparing and categorising images to be used as the basis for film viewing sessions, and oral and reporting questions, ensuring that they are based on the approved curriculum.

### Benefits

- **Make a difference** by ensuring that candidates have a gold-standard exam experience through career-enhancing content development activity that ensures future radiologists' competence
- **Extend your professional network and meet new people** by collaborating with, and learning from, other examiners, Officers and RCR staff
- **Earn** CPD credits for work developing the exam offer
- **Learn** more about RCR exams and develop personally via a comprehensive training and development programme including equality and diversity and question writing training
- Be considered for **Honorary Membership** at end of term of office.



## Eligibility and term of office

Applicants must be:

- registered with one of the following regulatory bodies
  - Clinical Radiologists must be Fellows of the RCR in good standing
  - Dental Radiologists must be registered specialists, and in good standing, with the GDC
  - Medical Physicists must be registered as a Clinical Scientist, and in good standing with, the HCPC
- working in clinical radiology, dental radiology or medical physics, within a substantive consultant post, for at least five years prior to appointment
- expected to remain in the above employment (or continue to hold a licence to practise) for the duration of their term of office as an examiner
- able to demonstrate involvement in the teaching, training and – ideally – assessment of trainees
- able to demonstrate excellent oral and written communication skills
- able to work together as part of a coherent and effective team
- able to receive and impart constructive criticism when discussing, reviewing, and refining questions
- prepared to participate in induction, training, examiner appraisal and ongoing upskilling activities and be willing to abide by the [RCR's Contributor Code of Conduct](#).

The standard term of office for examiners is six years, with an annual option to extend for a further year for a maximum of three years

## Time commitment and support

The DDMFR Exam Board meets once a year. Most activities are conducted online with the occasional face to face meeting. Examiners will also need time to read papers in advance. Exams occur over two days at each of the main Spring (March) and Autumn (September) sittings. Some exam sittings may not run if no candidates apply, which can occur due to the small number of trainees in the specialty.

Support in the role is provided through the Board Chair, examiner colleagues and exams office staff, including administrators responsible for examiner support and exam delivery.

Travel to the RCR in London will be required periodically for meetings and for each exam sitting when you are an examiner. Travel and accommodation costs are covered in accordance with the [published policy](#).

## Applications

Please complete the online application on the [RCR website](#). Applications must be supported by a current or former Head of School, Regional Specialty Adviser, Training Programme Director or appropriate senior line manager in a hospital environment by way of completing a supporter form. Applications are anonymised and ranked by a panel against pre-defined criteria.

Applications must be supported by two Members of the College, each of who has held a substantive UK consultant dental radiologist or medical radiologist post for at least three years.

If a conversation about the scope of the examiner role would be valuable please contact Dr David Andrew, Chair, at [d.andrew@sheffield.ac.uk](mailto:d.andrew@sheffield.ac.uk) or contact Examiner and Committee Administrator, Jenna Cutter, at [jenna.cutter@rcr.ac.uk](mailto:jenna.cutter@rcr.ac.uk)

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