

Job Description: MOMS Lead (Membership in Oral & Maxillofacial Surgery)

Faculty of Dental Surgery, Royal College of Surgeons of Edinburgh

1. Purpose of the Role

The MOMS Lead provides academic, professional, and operational leadership for the Membership in Oral & Maxillofacial Surgery (MOMS) examination. The postholder is responsible for ensuring the quality, standard setting, and ongoing development of the exam, working closely with the examiner panel, OSOM Specialty Advisory Board, and College staff.

This is a specialist leadership position, appointed from the current MOMS examiner panel, and will be co-opted to the OSOM Specialty Board. The postholder will join the Board as an ex-officio member once formally taking up the role.

2. Key Responsibilities

Leadership & Governance

- Provide strategic and professional leadership for the MOMS examination.
- Ensure the exam aligns with College assessment standards, QA processes, and regulatory expectations.
- Act as the main clinical contact for the exam, advising the OSOM Board, Dental Executive, and College committees as required.
- Contribute to the development, review, and approval of exam policies, guidance, and governance documentation.

Quality Assurance & Standard Setting

- Oversee the quality and consistency of MOMS examination content, including question banks, marking criteria, and assessment methodology.
- Ensure appropriate standard-setting processes are followed and documented.
- Work with psychometric and QA teams to review exam performance data and implement improvement actions.
- Support ongoing work to ensure fairness, transparency, and alignment with Equality, Diversity, and Inclusion standards.

Examiner Panel Leadership

- Provide leadership to the MOMS examiner pool, ensuring examiners meet professional and training standards.
- Work with the College to identify training needs and support examiner development.
- Contribute to examiner recruitment, appointment, succession planning, and performance review where required.

Operational Oversight

- Liaise with the College examinations team on delivery schedules, candidate communications, and operational planning.
- Provide clinical oversight during diets of the examination and contribute to post-diet reviews.
- Attend scheduled exam events, calibration sessions, and workshops as needed.

Representation

- Represent MOMS at OSOM Specialty Board meetings and other relevant committees.
- Provide updates to Dental Executive and Examination and Education committees via established reporting structures.
- Contribute clinical insights to future exam developments, including any transition to new formats or intercollegiate arrangements.

3. Person Specification

Essential

- Current examiner on the MOMS examination.
- Fellow of the Faculty of Dental Surgery (FDS) or Fellow of the Royal College of Surgeons (FRCS), or both.
- Substantial clinical experience in Oral & Maxillofacial Surgery or a closely related field.
- Strong understanding of assessment principles, examiner responsibilities, and standards in postgraduate examinations.
- Demonstrated commitment to maintaining high standards of quality, fairness, and candidate experience.
- Ability to work collaboratively with examiners, administrative teams, and governance structures.
- Excellent communication, organisational, and leadership skills.

Desirable

- Previous leadership or educational roles within specialty training or examination settings.
- Experience of quality assurance processes, psychometrics, or curriculum development.
- Familiarity with RCSEd governance structures and committee processes.

4. Term of Appointment

- Normally three years, renewable once, in line with College practice.
- The MOMS Lead will be co-opted to the OSOM Board. They will be expected to provide regular reports to the board on the performance of the exam. The lead will be invited to apply to join the board as a full member at the next Dental Board recruitment round.

5. Time Commitment

- Approximately **10–12 days per year**, comprising:
 - attendance at examination diets and calibration sessions
 - participation in standard-setting or QA meetings
 - attendance at OSOM Specialty Board and relevant committee meetings
 - preparation time for reviewing exam materials and governance papers
- Additional time may be required during periods of exam redevelopment or significant QA activity.

6. Support & Reporting

- The role reports to the **Chair of the OSOM Board** and works closely with:
 - Dental Executive
 - Examinations Team
 - Academic Development & Standards (Quality Assurance)
- Appropriate administrative and operational support will be provided by RCSEd staff.