



COLLEGE OF GENERAL DENTISTRY

Credentialing Development Manager

Role purpose

The Credentialing Development Manager will help complete the development and implementation of the College's Certified Practitioner schemes for dentists.

This is a contractor role and the contractor will project manage the construction and completion of the schemes, and their systems of assessment, by co-ordinating the involvement of senior practitioners via a number of working groups. They will ensure that robust systems and processes are developed to underpin quality, and operational effectiveness, and to provide a good experience for candidates. They will ensure the success of the schemes by building their authority and recognition across the market, and take-up amongst experienced dental practitioners in individual disciplines.

About the College

The College of General Dentistry is a registered charity and membership organisation for the whole of the dental team. Our members are dentists and dental care professionals. We set standards for patient care in dentistry, and are establishing career pathways for the whole dental team, supporting them throughout their professional lives.

We have recently announced our credentialling scheme (**cgdent.uk/certified-practitioner**), which will validate and recognise the skills and expertise of dentists at an advanced level in a number of areas of practice.

The schemes will require a dentist to submit evidence (e.g. a log book of clinical cases, and a training log) to demonstrate their skills and knowledge. Successful candidates will become Certified Practitioners in their discipline.

We have launched the Certified Practitioner scheme in Endodontics and are piloting the application and assessment process with a small number of candidates. We are starting to build similar schemes in Implant Dentistry and Oral Surgery.

Commitment

The contractor will support the completion of the implementation of credentialling schemes across all the areas of practice within the programme. It is anticipated that this will take around six months.

It is expected that the commitment will be two days per week, but this might fluctuate. Due to the requirement to work with practising clinicians, some meetings may need to be held in the evenings, normally 6pm, and estimate one per week. Flexibility is therefore required, but with the bulk of the working day to be in standard business hours in order to liaise with College staff. There may be a requirement to attend occasional face to face meetings, usually in London.

Responsibilities

1. Convene, coordinate and support *Working Groups* for the development of *new* credentialling schemes, as agreed.
2. Convene, coordinate and support the *Assessment Boards* for each *established* credentialling scheme, to provide oversight of effectiveness and calibration of the scheme and individual assessments.
3. Work with the relevant Working Group or Assessment Board to ensure comprehensive credentialling requirements are clearly documented and published.
4. Coordinate engagement with external stakeholders, and particularly the relevant specialist societies and education providers.
5. Develop the governance arrangements for the overall scheme and individual credentials, including terms of reference, conflict-of-interest processes, and escalation routes to Directors, Council and Trustees when complaints or risks arise.
6. Work with staff team to ensure candidate experience of enrolment, support and assessment through the scheme, including the management of processes for borderline, deferred or unsuccessful applications, and complaint processes is consistent and fair.
7. Plan and coordinate measures to cultivate visibility, trust and uptake amongst practitioners.
8. Work with staff colleagues to ensure effective promotion and communication of the credentialling schemes, from launch through ongoing recruitment of new candidates.
9. Provide periodic management reports to Directors, and support Directors in reporting on College credentialling to Council and Trustees.

Person specification

Experience in:

- Managing projects and seeing them through to completion
- Professional credentialing, regulation or assessment
- Healthcare education or postgraduate assessment
- Confidence working with senior clinicians and with committees and boards
- Making decisions based on professional judgement, rather than simple pass/fail criteria
- Strong skills in building systems, quality assurance and managing stakeholders.
- Clear and confident verbal and written communication skills.
- Confident using office software, including MS Office.
- Experience of online publishing, such as WordPress, would be helpful.
- Strong attention to detail, persistence, and the ability to see a project through to the end.

Remuneration

£250 per day, invoiced monthly.