

## Terms of Reference

### NATIONAL DENTAL SPECIALTY EXAMINATION COMMITTEE

#### 1 Objective

The NDSE Committee is a Standing Committee of The Royal College of Dentists of Canada (RCDC). It will provide oversight of the National Dental Specialty Examinations (NDSE) through examination standard setting, policy development, and financial management. The Committee is responsible for ensuring the integrity of the examination through management of the development, administration, quality assurance and evaluation of the NDSE. The NDSE Appeals and Credentials Committees will report to the NDSE Committee.

#### 2 Membership and Term

The NDSE Committee is a Standing Committee of the Board of Directors. Committee members must possess expertise in the domain of assessments or psychometrics.

The Chair of the Committee will be independently selected by consensus of RCDC and the rest of the Committee, as non-voting members

Voting Members	2 RCDC Representatives	3 years, renewable once
	3 DRA Representatives	2 years, renewable once
	Public Member	1 year, renewable 6 times
	ACFD Member	2 years, renewable once
	CDAC Member	2 years, renewable once
	NDEB Member	2 years, renewable once
	CDSA Member	2 years, renewable once
	NDSE Credentials Committee Chair	2 years
	NDSE Appeals Committee Chair	2 years
Non-voting Members	NDSE Committee Chair	Elected by the Committee 2 years, renewable once
	RCDC Managing Director	While employed
	Psychometrician	While employed
	Competency Profile Review SME	2 years, renewable once

#### 3 Responsibilities

##### *Policy*

- Approve policies, processes, and protocols in English and French to maintain or enhance the quality and effectiveness of the NDSE consistent with practices of fairness, impartiality, objectivity, accountability, and transparency.
- Review, on an annual basis, existing NDSE policies, processes, and protocols.

##### *Examiner Selection*

- Review and approve NDSE Examiners from a list of Dental Specialists provided by, but not limited to, the following organisations:
  - Dental Regulatory Authorities

- Association of Canadian Faculties of Dentistry
- The Royal College of Dentists of Canada
- The Royal Canadian Dental Corps
- The National Dental Examining Board of Canada
- Determine Specialty Examination Team Leads for every Dental Specialty Examination for recommendation to the Board of Directors.
- Identify the competencies required for NDSE Examiners.
- Oversee the recruitment, training, and development of NDSE Examiners.

#### *Examination Applications*

- Oversee the establishment, administration, and maintenance of a bilingual application process to identify individuals (Applicants) eligible to participate in the assessments consistent with DRA certification requirements for entry to practice within a dental specialty.
- Ensure the creation and continued currency of a repository of records of the assessments and credentials for each Applicant accessible to the Dental Regulatory Authorities.

#### *Examination Administration*

- Ensure the NDSE meets recognized psychometric principals and is a valid assessment instrument.
- Ensure the NDSE is reflective of current Canadian entry-level dental specialty competencies, in part, through the approval of examination blueprints and competency profiles.
- Approve on an annual basis the Technical Reports for each Dental Specialty Examination.
- Review and approve the passing standard for each Dental Specialty Examination.
- Annually, review and approve the examination format for each Dental Specialty Examination, with consultation from external subject matter experts as required.

#### *Financial Management*

- Annually approve a budget for the administration of the National Dental Specialty Examination for recommendation to the Board of Directors.
- Make a recommendation on the NDSE Examination and Application Fees to the Board of Directors. As required, the Board may initiate a consultative process with the Committee before approval.

#### *Committee Oversight*

- Receive quarterly reports on the activities of the NDSE Credentials and Appeals Committee as required.
- Annually, approve the Terms of References for these Committees, which includes the composition of the membership.

**5 Meeting Procedures**

- Schedule:* Quarterly or when called by Chair.
- Format:* In-person, by teleconference or other electronic means.
- Agenda:* Developed by the Chair and Staff Resource, with input from members.
- Guests:* The Chair may invite guests (non-voting) to attend meetings as a resource as required.
- Quorum:* A simple majority (50% + 1) of the voting members present.
- Minutes:* Prepared by a minute-taker for review by Chair and approval at next Committee meeting; filed at Head Office.

**6 Decision-making**

The NDSE Committee shall strive for consensus when making decisions. If consensus cannot be achieved, the Committee members must agree on how to deal with an outstanding issue, i.e.: vote, continue discussion, table the issue to another meeting or take the issue to the Board of Directors.

When voting, majority (50% + 1) with quorum present. There shall be no proxy or email voting unless explicitly determined by the Committee in advance of a vote.

The Committee cannot commit the use of the organization's financial or human resources without approval from the Board of Directors.

**7 Accountability**

The NDSE Committee will be accountable to the Board of Directors through the Chair of the committee.

**8 Staff Resource**

Director of Examinations

**Last Updated:** December 12th, 2022

**Scheduled to be Reviewed:** October 22<sup>nd</sup>, 2024

**Next Schedule Review:** October 2025