Background Information

The National Examining Board for Dental Nurses (NEBDN) has been the main provider of dental nurse qualifications in the UK since 1943, and is the most widely recognised awarding body for dental nurse education in the United Kingdom. The organisation has an excellent reputation for the quality of the support it provides to training and assessment centres as well as to examiners. Over 100,000 people have taken an NEBDN examination, with post registration qualifications becoming more popular as dental nurses strive to improve their skills and knowledge in order to further their career. Based in Fleetwood, Lancashire, NEBDN is a registered charity, whose mission is to advance the education of dental nurses for the benefit of the public.

Since the introduction of statutory registration for Dental Care Professionals (DCPs) with the General Dental Council in 2008, NEBDN has faced new challenges in a changing environment and is putting more emphasis on research and development based on the needs of DCPs in order to remain at the forefront of dental nurse education and training.

Qualifications

NEBDN’s main qualification, the National Diploma in Dental Nursing, attracts more than 2,000 candidates each year. Consisting of a two part examination, the practical element is thought to be the largest sitting of Objective Structured Clinical Examinations (OSCEs) in Europe.

In addition to the Diploma, NEBDN provides a range of qualifications in specialist subject areas including:

- Dental Sedation Nursing
- Dental Implant Nursing
- Oral Health Education
- Orthodontic Dental Nursing
- Dental Radiography
- Special Care Dental Nursing

Carefully designed and developed by leading dental experts, these qualifications provide specialist skills which can be utilised to support dentists and other members of the dental team. All NEBDN qualifications are periodically reviewed and improved through the input of specific qualifications committees facilitated by NEBDN. These committees consist of experts from each particular field of dentistry.

Panel of Examiners

NEBDN Background Info Nov 2015
NEBDN currently has over 500 examiners each of who are registered dental nurses, dentists, hygienists and dental therapists who have been qualified for more than two years. In order to join the panel of examiners, applicants must demonstrate an active involvement in and commitment to the training and qualification of dental nurses. On appointment examiners undergo a thorough induction and training programme before examining for the first time. This provides a valuable insight into how the National Examining Board as an awarding body works, and allows examination process to be constantly improved by introducing new people with new skills into the organisation.

Organisation Structure
NEBDN has a team of nine staff who administer the delivery of examinations, providing support to course providers, examiners and candidates. Each member of the team is extremely dedicated and ensures that information around examination processes is clearly communicated in a timely manner. This puts candidates at ease as they are made fully aware of the format of the examination well in advance.

With three home based Quality Assurance auditors monitoring course providers throughout the United Kingdom and Ireland, NEBDN has the potential to drive the market for dental nurse education and training through the creation of a marketing strategy which will support the development of new products and services.

Post: Assessment & Awards Administrator (3 year fixed contract)
The post holder will work closely with the Assessment and Awards Lead to ensure that exam organisation, logistics and results are planned and delivered with precision and to the highest standard.

The post holder will contribute to the organisation and administration of exams across all qualifications. This will involve taking direct responsibility for specific aspects of the exam organisation and administrative processes.

The post holder will be an ambassador for the Assessment and Awards service area and they will work as part of a team to continually improve operations in this area.

Post: Admissions & Customer Support Administrator (Minimum 8 month’s maternity cover)
The post holder will work closely with the Admissions and Customer Support Lead to ensure that Candidates and Course providers receive high quality, effective and efficient customer-focused support.

The post holder will contribute to the administration of admissions processes across all qualifications. This will involve taking direct responsibility for specific aspects of the admissions processes.

NEBDN Background Info Nov 2015
The post holder will be an ambassador for customer support and they will work as part of a team to continually improve operations in this area.

**Location:** NEBDN Head Office (Relocating to Riversway, Preston in January 2016)

**Grade/Salary:** NJC Scale 3 - £16,231 - £17,372

**Hours of Work:** 35 hours per week

**Pension:** NEBDN operates a voluntary contribution pension scheme

**Travel Expenses:** Travel expenses will be paid for all journeys required for work, excluding travel from home to base.