

FRCEM OSCE Lead Examiner

Accountable to: Chief Examiner

Responsible to: The Examinations Sub-Committee

Working with: Chief Examiner, The Dean, Fellow Lead Examiners, Examination Paper Setting and Working Groups, Director of Education, Head of Examinations and GMC

Responsibilities:

- To act as the Lead Examiner for the FRCEM OSCE examination and chair the FRCEM OSCE Working Group, producing examination stations and blueprints, supervising standard setting and overseeing all aspects of the conduct of the FRCEM OSCE examination, including proof-reading of examination materials, attending each clinical examination and counselling those who fail the examination
- To continue to monitor and develop examinations which are fit for purpose and implement changes which improve the validity and reliability of all examinations as necessary, which may involve educational advice
- To develop, maintain and update the FRCEM Final Question Banks of Objective Structured Clinical Examination (OSCE) stations and to review the performance of examination stations following each sitting
- To maintain and update all FRCEM OSCE examinations information for examiners and candidates
- To attend meetings of the Examinations Sub-Committee which meets three times a year
- To deliver and attend workshops for examiners as necessary
- To respond to relevant correspondence in cooperation with the Head of Examinations and the Chief Examiner
- To consider appeals, as required, in accordance with the Appeals Procedure
- In conjunction with the Chief Examiner, Dean, Director of Education and Head of Examinations to maintain appropriate FRCEM Final OSCE Examination Subcommittee to set examinations
- To represent the College on examinations issues at national meetings held by bodies e.g. The Academy of Medical Royal Colleges (AoMRC), The General Medical Council (GMC), and any other appropriate national body
- To deputise for the Chief Examiner on matters relating the examinations, as required
- In conjunction with the Chief Examiner, Dean, Director of Education and Head of Examinations to ensure equal opportunities are respected in all matters concerning examinations
- In conjunction with the Chief Examiner, Dean, Director of Education and Head of Examinations to ensure financial and ethical governance in all matters concerning examinations

The role of Lead Examiner is a demanding one and the successful applicant would be someone who is looking to take on senior responsibility and should be prepared to manage a wide-ranging and challenging role with responsibility for a major professional examination. Tight deadlines must be met and applicants must appreciate that a level of high accuracy and attention to detail is necessary. The



applicant must also be prepared to respond quickly to email correspondence from the Examinations Department, the Chief Examiner and their Lead Examiner colleagues.

Good communication skills are also needed for this position as it involves contact with Sub-Committee members, examiners and examination candidates.

The Term of Office is three years, renewable for a further period of two years.

Person Specification:

REQUIREMENT	ESSENTIAL	DESIRABLE
Consultant Emergency Physician of at least 3 years standing	Yes	
Experience in setting College examinations	Yes	
Experience in examining in College exams and a current FRCEM examiner	Yes	
Up to date Equality and Diversity training	Yes	
Experienced NHS trainer	Yes	
IT skills (proficient in Word and Excel)	Yes	
Experience of setting FRCEM examination papers		Yes

APPOINTMENT

- Appointment is through self-nomination. Applicants are required to submit their CV and outline, in no more than 500 words, their suitability for the role. Selection will be based on strength of application and reviewed by the Chief Examiner, Head of Examinations and The Dean.

PLACE OF WORK

- Duties will be primarily conducted in London and normal place of work. It is anticipated that much of the work will be conducted by telephone and email.

HOURS OF WORK

- It is estimated that this post will require 0.5 PA per week in addition to:
 - 3 Sub-Committee meetings (1 day each) per year.
 - Up to two paper setting meetings (1 day each) per year.
 - Up to 6 days a year attending the FRCEM OSCEs
 - Anyone wishing to stand for the post are advised to discuss their application with their clinical colleagues and employers. NHS Trusts and Foundation Trusts are reminded that the NHS allows such special leave as this is educational activity in the interests of the NHS.

REMUNERATION AND EXPENSES

- The post is honorary. Reasonable expenses for travel and subsistence will be payable on production of receipts and vouchers. As with all travel on College business, sub-committee members will be expected to travel in accordance with the College policy.