

MRCEM/FRCEM OSCE Deputy Lead Examiner

Job Description

Responsible to	MRCEM/FRCEM OSCE Lead Examiner
Key working relationships	Chief Examiner, Examiners, Examinations team, Examination scenario setting and working groups, Associate Director of Education.
Grade	Consultant
Contract	3 year term (time commitment below)
Job Purpose	The MRCEM/FRCEM OSCE Deputy Lead Examiner role at the Royal College of Emergency Medicine (RCEM) works closely with the MRCEM/FRCEM OSCE Lead Examiner to ensure the effective development and governance of the MRCEM/FRCEM OSCE examinations, maintaining high standards of validity, reliability, and fairness. Working closely with the Chief Examiner, Examiners, the Examinations Team, and the Associate Director of Education, the role involves training examiners, chairing working groups, leading the OSCE exam, managing examination materials and maintaining the OSCE Question Bank. The Deputy Lead Examiner also represents the College at the examinations committee.

Key Responsibilities

- To act as the Deputy Lead Examiner for the MRCEM/FRCEM OSCE examination and chair the MRCEM/FRCEM OSCE Working Group, producing examination stations and blueprints, overseeing all aspects of the conduct of the MRCEM/FRCEM OSCE Examinations, including proof-reading of examination materials, attending each examination and sign off of the examination results.
- 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 MRCEM/FRCEM OSCE Question Bank of Objective Structured Clinical Examination (OSCE) stations and to review the performance of examination stations following each sitting, including updating scenarios.
- To maintain and update all MRCEM/FRCEM OSCE examinations information for examiners and candidates including amendments to house style and writing template.
- To attend meetings of the Examinations Committee which meets four times a year
- To deliver and attend training workshops for examiners as necessary
- To monitor examiner membership and contribution ensuring sustainability of the scenario item bank and delivery of the OSCE
- To respond to relevant correspondence in cooperation with Department Heads and the Chief Examiner
- To consider appeals, as required, in accordance with the Appeals Procedure
- 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 MRCEM/FRCEM OSCE Lead on matters relating to the examinations, as required
- In conjunction with the Dean, Chief Examiner, Associate Director of Education and Head of Quality and Standards to ensure EDI principles are respected in all matters concerning examinations.

The role of Deputy 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, Dean and their Lead Examiner colleagues.

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

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

Person Specification

Essential

Desirable

Qualifications

- Consultant Emergency Physician of at least 3 years standing
- Current Equality and Diversity training

Practical experience and knowledge

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| <ul style="list-style-type: none">• Experience in setting College examinations• Experience in examining in College exams and a current FRCEM examiner• Experienced NHS trainer• Maintaining current knowledge of the RCEM curriculum and syllabus | <ul style="list-style-type: none">• Experience of setting FRCEM examination papers |
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Skills

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| <ul style="list-style-type: none">• Microsoft proficiency: Outlook, Word, Excel• Ability to prioritise and work to tight deadlines• Attention to detail• Good interpersonal and collaborative skills | <ul style="list-style-type: none">• Knowledge of item banks |
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Time commitment:

It is estimated that this post will require 0.5 PA per week annualised, in addition to:

- Four Examination Committee meetings per year (0.5 day each).
- Lead a training workshop each year (0.5 day each)
- Up to three scenario working group meetings per year (1 day each) and a 1 hour online touchpoint meeting.
- Up to 5 days a year attending the MRCEM/FRCEM OSCEs.

Anyone wishing to stand for the post will need to discuss this commitment with their clinical colleagues and employer(s). NHS Trusts and Foundation Trusts are reminded that the NHS allows such special leave as it is in the interests of the NHS.

Location

The nature of the role means that there will be several duties in London. Most meetings will take place remotely via VC but attendance at exams, events and meetings in London will be necessary. Some additional national and international travel will likely be necessary.

Remuneration

The post is honorary. Reasonable expenses for travel and subsistence will be payable in accordance with the college policy.

Appointment

To apply for the role please submit the following documents to examqands@rcem.ac.uk using 'FRCEM/MRCEM OSCE Deputy Lead - application' in the subject line of your email:

- A brief covering letter (2 pages max) which demonstrates your suitability for the role in relation to your skills and experience as noted in the person specification.
- A short CV which demonstrates ways in which you match the requirements of this role noted in the person specification.

The deadline to apply is Friday 21st February 2025.

Selection Process

Applications will be reviewed against the person specification and successful applicants will be invited to interview. Interviews will be remote via Zoom with dates to be confirmed.

If you have any questions in relation to the role, please contact examqands@rcem.ac.uk

Values

Respect each other's experience.

We celebrate the rich diversity of the RCEM ecosystem - employees, members and stakeholders. We respect each other's experience, meeting each other with dignity and humanity at all times.



This comes to life when we:

- Each contribute actively to strengthening a culture where different perspectives are expressed, encouraged and heard.
- Treat colleagues, members and stakeholders as valued equals.
- Do our best to be present for each other, interacting in an open and transparent manner.
- Acknowledge & challenge inappropriate behaviours and practices, offering support and seeking solutions.

Act with integrity, always.

We hold ourselves to the highest ethical standards, fostering trust and transparency within our College and with our members.



This comes to life when we:

- Do what we say we will do, communicating clearly and openly.
- Take responsibility and accountability for our actions, celebrating when things go well and staying curious about how we can learn from mistakes.
- Demonstrate patience and flexibility, even when things don't quite go to plan.
- Commit to a strong work ethic, striving to produce high quality work that is consistently delivered on time.

Collaborate for growth.

We know that teamwork and initiative are the key to achieving our strategic aims, and we actively seek opportunities to work together and leverage our diverse perspectives.



This comes to life when we:

- 'Collaborate by default', continually looking for ways in which we can join forces with colleagues, members and stakeholders to meet the College's objectives.
- Pay attention to the quality of our relationships, cultivating connection and fostering a positive working environment grounded in respect and integrity.
- Ask for feedback, reflect on it and learn from our personal and collective experiences.

Innovate relentlessly.

We create the conditions for a culture of continuous improvement, nurturing creativity and the pursuit of new ideas to drive positive change within our organisation.



This comes to life when we:

- Identify creative ways to optimise our resources by planning ahead and anticipating organisational, operational and customer needs and demands.
- Anticipate and welcome change as an inherent part of a growing, evolving organisation, and meet this change with hope and optimism.
- Acknowledge the importance of psychological safety as a prerequisite for innovation, actively encouraging risk-taking and creating a 'no-blame' culture.
- Have the courage to step outside our comfort zones, learning new skills and trying new approaches.
- Prioritise sustainable solutions, with choices that are in the long term interest of the College and our organisational objectives.
- Embrace the value of automation, by refining and automating processes - personally and operationally - wherever possible, to improve efficiency and effectiveness.

