

MRCEM SBA Lead Examiner

Job Description

Responsible to	Chief examiner
Key working relationships	Deputy MRCEM SBA Lead, chief examiner, examinations team, the Dean, fellow Lead examiners, paper setting, standard setting and working groups, Associate director for education, Head of quality and standards and GMC
Grade	Consultant
Contract	3-year term (time commitment below)
Job Purpose	The MRCEM SBA Lead Examiner role at the Royal College of Emergency Medicine (RCEM) ensures the effective development and governance of the MRCEM SBA examinations, maintaining high standards of validity, reliability, and fairness. Working closely with the MRCEM SBA Deputy Lead, Chief examiner, examiners, the examinations team, the role involves training Examiners, chairing working groups, leading the MRCEM SBA exam, overseeing standard setting and managing examination materials and maintaining the Theory Item Bank. The MRCEM SBA Lead Examiner also represents the College at the examinations committee.

Key Responsibilities

- To act as the Lead Examiner for the MRCEM SBA examination and chair the MRCEM SBA Working Group, paper setting and standard setting meetings to produce examinations according to blueprints, supervising standard setting and overseeing all aspects of the conduct of the MRCEM SBA examination, including proof-reading of examination content 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 and evidence based advice.
- To develop, maintain and update the MRCEM SBA Theory Item Bank and to review the performance of examination questions following each sitting, including updating questions.
- To maintain and update all MRCEM SBA examination 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 (writers/paper reviewers) as necessary.
- To monitor examiner membership and contribution ensuring sustainability of the Theory Item bank and production of the Theory exam.
- To respond to relevant correspondence in cooperation with the 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 Chief Examiner on matters relating the examinations, as required
- In conjunction with the Chief examiner, Dean, Director of education and Head of quality and standards to ensure EDI principles are respected in all matters concerning examinations.

The role of Lead Examiner is a demanding one and the successful applicant is 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 postgraduate 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 fellow Lead examiner colleagues.

Strong 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
- Experienced, recognised GMC trainer
- Maintaining current knowledge of the RCEM curriculum and syllabus
- Actively working in the UK or ROI

Practical experience and knowledge

- Experience in setting College examinations
- Experience in examining in College exams and a current OSCE examiner

Skills

- Excellent written and oral communication skills, with the ability to communicate and collaborate
 - Ability to prioritise and work to tight deadlines
 - Attention to detail
 - Microsoft proficiency: Outlook, Word, Excel
- Knowledge of item banks

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 up to two times per year (0.5 day each)
- Up to two paper setting meetings and standard setting meetings per year (1 day each).
- 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 'MRCEM SBA 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 **Monday 17th March 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.

Act with integrity, always.

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

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.

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:

- 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.

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.

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.

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.

Policies & Guidelines

College Policies and Procedures

The post holder is expected to follow all College policies and procedures including those covered in the College HR manual.

Confidentiality

All employees are under an obligation to ensure that any information that he or she has access to, relating to RCEM business is kept confidential.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

Risk Management

All staff have a responsibility to identify risks and report these to their line manager. In addition to report all accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

Equal Opportunities

The RCEM is committed to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

Additional Information

This role profile is intended to provide a broad outline of duties that may be required and is not intended to be exhaustive. It is subject to review and amendment in consultation with the post holder in order to reflect changes in the pattern, organisation and development of the services required.