

# MRCEM Primary Deputy Lead Examiner

## Job Description

Responsible to	MRCEM Primary Deputy Lead Examiner
Key working relationships	Chief Examiner, Examiners, Examinations team, Examination question setting, standard setting and working groups, Associate Director of Examinations.
Grade	Consultant
Contract	3-year term (time commitment below)
Job Purpose	<p>The MRCEM Primary Deputy Lead Examiner role at the Royal College of Emergency Medicine (RCEM) supports the lead to ensure the effective development and governance of the MRCEM Primary examinations, maintaining high standards of validity, reliability, and fairness. Working closely with the MRCEM Primary Lead, Chief examiner, examiners, the examinations team, the role involves training Examiners, assisting with working groups, standard setting and managing examination materials and maintaining the Theory Item Bank. The MRCEM Deputy Lead Examiner also represents the College at the examinations committee.</p>

# Key Responsibilities

- To act as the Deputy Lead Examiner for the MRCEM Primary examination and support the MRCEM Primary Working Group, producing examinations according to blueprints, standard setting and all aspects of the conduct of the MRCEM Primary examination, including proof-reading of examination materials
- To support with the monitoring and development of the MRCEM Primary examination, ensuring it is fit for purpose and support the implementation of changes which improve the validity and reliability of all examinations as necessary, which may involve educational advice
- To develop, maintain and update the MRCEM Primary Question Bank and support the review of the performance of examination questions following each sitting, including updating questions
- To support with updates to the MRCEM Primary examination information for candidates and examiners, including updates to the house style and writing template
- To attend meetings of the Examinations Committee, Question Writing Groups, Paper Reviews, Standard Settings, Adjudication meetings and Results Sign Off meetings
- To deliver and attend training workshops for examiners (writers/paper reviewers) as necessary.
- To respond to relevant correspondence in cooperation with the Head of Examinations, Chief Examiner and Lead Examiner
- 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 Deputy 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 Basics sciences curriculum and syllabus
- Actively working in the UK or ROI

### Practical experience and knowledge

- Experience in examining in or writing questions for college exams

### 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).

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](mailto:examqands@rcem.ac.uk) using 'MRCEM Primary 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 **Monday 28<sup>th</sup> April 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](mailto: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.

# 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.