

## CHIEF EXAMINER RESEARCH METHODS

After six years in this role Dr Katherine Venables will be stepping down as Chief Examiner Research Methods at the end of May 2014. Applications are now invited for her successor in this honorary role within the Faculty. These should be made on the [application form](#) and returned to [emma.cox-smith@fom.ac.uk](mailto:emma.cox-smith@fom.ac.uk) by **10 00 am on Friday 28 March 2014**.

Please read the following information before making your application

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t: 020 7242 8698  
f: 020 3116 6900  
e: [fom@fom.ac.uk](mailto:fom@fom.ac.uk)  
[www.fom@fom.ac.uk](http://www.fom@fom.ac.uk)

Registered Charity No 1139516  
Scottish Charity No SC040060  
Registered in England No 07461063  
VAT Registration No 798 6604 62

### The role

The main purpose of the Chief Examiner role is to:

- ensure that candidates for MFOM are assessed with regard to their dissertation in accordance with Faculty regulations and in a timely manner. This will, for the most part, consist of ensuring that trainees' dissertations are properly assessed, although trainees may opt to submit equivalent evidence (eg, MSc dissertation or a collection of peer-reviewed papers).
- participate as a member of the Assessment Subcommittee.

### Reporting

The Chief Examiner will report to, and work closely with, the Director of Assessment via the Assessment Subcommittee and will also work closely with the Head of Professional Standards and the Training Manager in the Faculty office, who carries out the day to day administration of dissertations. The role is supported by a Deputy. The Chief Examiner will agree duties and responsibilities with the Deputy.

### Responsibilities

- Liaising with the Deputy Chief Examiner and Training Manager on a regular basis to ensure that all is running smoothly and to troubleshoot as necessary.
- Selecting suitable reviewers for each protocol and assessors for each dissertation or equivalent evidence submission (approximately 20 dissertations per year are assessed and about 10 protocols are submitted).
- Adjudicating if there is a disagreement between assessors.
- Ensuring assessments are consistent, fair and timely.
- Ensuring that new processes are implemented.
- Reviewing and updating the panel of reviewers and assessors on a regular basis.
- First response in the event of a complaint by a candidate.

### Other duties:

- Attending subcommittee meetings and reporting and liaising as set out above.
- To attend the Academic Forum.
- Undertaking other occasional related duties which might include e.g., running workshops for trainees, drafting notices for newsletters, attendance at training courses, presentations to Faculty meetings, assisting Faculty officers with responses to external reviews or enquiries.

**Person specification**

Applicants must be:

- a Member or Fellow of the Faculty,
- in good standing with the Faculty (paid all fees and subscriptions due from them to the Faculty, signed a declaration of faith and complied with the minimum requirements of the Faculty's or other appropriate continuing professional development scheme)
- fully engaged with the revalidation process, if appropriate, including annual appraisal, 360°/multisource feedback, etc
- entered on the GMC Specialist Register under occupational medicine (for at least 5 years).

have experience of:

- the specialist training system and some familiarity with the current changes,
- protocol review and assessment of Faculty dissertations,
- project protocol reviewing, journal reviewing, and/or assessment of university dissertations,

and

- have completed equal opportunities/diversity training.

**Time commitment:**

The Chief Examiner should be available by email and telephone to respond to enquiries, and for occasional meetings to review the work. This is likely to average 2-3 hours per week in addition to meetings.

**Appointment**

Chief Examiners are appointed by the Board, on the recommendation of an appointment panel, for a period of three years in the first instance. The appointment may be extended up to a maximum of six consecutive years.

**Expenses**

The role of Chief Examiner is an honorary one; travel and other necessary expenses incurred in travelling to meetings and carrying out the role will be reimbursed in accordance with the Faculty's business travel and expenses policy.