

# DEPUTY CHIEF EXAMINER HAND ARM VIBRATION SYNDROME (HAVS)



Applications are invited for this honorary role within the Faculty. These should be made on the [application form](#) and returned to [rachel.cooper@fom.ac.uk](mailto:rachel.cooper@fom.ac.uk) by **9 00 am on Monday 15 December**.

Please read the following information before you make your application

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

## Background

The certificate qualification in the assessment of Hand Arm Vibration Syndrome (HAVS) was introduced by the Faculty in 2005 in line with The Control of Vibration at Work Regulations 2005 published by the Health and Safety Executive (HSE).

The course leading to certification is currently run by four course centres approved by the Faculty. The examination syllabus was published by the Faculty. Historically, course centres set their own methods of assessment. In 2014, the Faculty and the course centres have worked together to ensure there is now a standardised approach to gaining certification and a common method of assessment across the course centres. The Faculty now manages a centralised examination question bank, derived from the question banks of the four course centres and the Faculty issues the examination papers to the course centres, as required.

The Faculty is seeking a Deputy Chief Examiner to support the Chief Examiner in managing the centralised assessment system.

## Reporting

The Deputy Chief Examiner will report to and work closely with the Chief Examiner HAVS and with the Examinations Manager in the Faculty office, who carries out the day-to-day administration of this qualification. The workload will be shared and agreed between the Chief Examiner and Deputy upon appointment.

## The Role

- Attend meetings of the HAVS advisory committee and also chair the meeting, when the Chief Examiner is unable to. (At least one meeting per year)
- Deputise as a member of the Assessment Subcommittee, when the Chief Examiner is unable to attend (3 meetings a year)
- Assist in the maintenance of the examination question bank and the creation of new examination questions
- Assist in setting, checking and approving examination question papers
- Regularly audit examinations to ensure consistency
- Liaise with relevant staff in the Faculty office
- Consider approvals for new course centres
- Approve examination papers
- Provide reports as required to the Faculty's Assessment Sub-Committee
- Remain familiar with the syllabus and advise on any changes

## **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, including annual appraisal, 360<sup>0</sup>, multisource feedback, etc
- entered on the GMC Specialist Register under occupational medicine, with a licence to practise
- experienced in HAVS and the running of examinations and
- have completed equal opportunities/diversity training

## **Time commitment**

The role requires on average 2 hours per week in addition to 1 meeting per year with the course centres and possible attendance at an Assessment Subcommittee meeting, in the absence of the Chief Examiner (three meetings of the Assessment Subcommittee take place per annum).

## **Appointment**

Deputy Chief Examiners are appointed by the Board, on the recommendation of an appointed 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 Deputy Chief Examiner Hand Arm Vibration Syndrome 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.

*November 2014*