

DEPUTY CHIEF EXAMINER RESEARCH METHODS

Applications are invited for this honorary role within the Faculty. These should be made on the [application form](#) and returned to Siobhan.Wheeler@fom.ac.uk by **10:00 am on Friday 23 May 2014**.

Please read the following information before making your application

3rd Floor, New Derwent House
69-73 Theobald's Road
London
WC1X 8TA

t: 020 7242 8698
f: 020 3116 6900
e: fom@fom.ac.uk
www.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 Deputy Chief Examiner role is to assist the Chief Examiner Research Methods to carry out the responsibilities set out below:

- 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 (e.g., MSc dissertation or a collection of peer-reviewed papers).
- By agreement, to deputise for the Chief Examiner at the Assessment Subcommittee.
- By agreement, to deputise for the Chief Examiner at the Academic Forum.

Reporting

The Deputy Chief Examiner will report to, and work closely with the Chief Examiner and will work closely with the Head of Professional Standards and with the Training Co-ordinator (Dissertations and Completion) in the Faculty office, who carries out the day to day administration of dissertations.

Responsibilities

The Chief Examiner's responsibilities in the dissertation process are to assist the Chief Examiner by:

- 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.
- Liaising with the Training Co-ordinator on a regular basis to ensure that all is running smoothly and to trouble shoot as necessary.
- Selecting, by agreement with the Chief Examiner, suitable reviewers for each protocol and assessors for each dissertation (approximately 25 dissertations per year are assessed).
- Adjudicating, by agreement with the Chief Examiner, if there is a disagreement between assessors.
- Ensuring assessments are consistent, fair and timely.
- Ensuring that new processes are implemented.

Other duties are to assist the Chief Examiner by:

- Ensuring the assessment of trainees seeking exemption from dissertation (candidates have to demonstrate sufficient equivalent competence from their existing portfolio of work; it is expected that this will apply to a small minority of trainees only).
- Attending subcommittee meetings and reporting and liaising as set out above.
- Undertaking other occasional related duties which might include attendance at training courses or presentations to Faculty meetings.

The allocation of duties between the Chief Examiner and the Deputy will be agreed after the appointment is made and after discussion between the appointee and the Chief Examiner.

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);

and have experience of:

- the specialist training system and some familiarity with the current changes;
- both 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 Deputy 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

Deputy 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 Deputy Chief Examiner Research Methods 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.