

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 available at <http://www.facocmed.ac.uk/library/docs/jobgenapp2011.doc> and returned, together with a brief CV, to may.elphinstone@fom.ac.uk by **10 00 am on Friday 17 February 2012.**

Please read the following information before making 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).

Currently the course leading to certification is run by three course centres approved by the Faculty. The syllabus has been determined by the Faculty but the structure of the course and methods of assessment are set by the course centres themselves.

The Faculty is currently looking at ways to ensure there is a standardised approach to gaining certification and a common method of assessment across the course centres. As such some developmental work is required, in collaboration with the course centres, to design and implement a new system of assessment for all candidates.

The Faculty established a post of Chief Examiner to - in the first instance - lead on this development and thereafter to continue to monitor and evaluate the assessment methods of certification.

Reporting

The Chief Examiner will report to, and work closely with, the Director of Assessment via the Assessment Subcommittee. The Chief Examiner will work closely with the Examinations Co-ordinator in the Faculty office, who will carry out the day to day administration of the HAVS examination.

The role

The role will include a developmental stage initially and an operational stage once a new system is in place:

Development phase

- consult with course centres with regards to implementing a new system
- review the existing examination question bank, including scrutinising the questions to ensure they are fit for purpose and implementing a structure for the production of examination question papers, derived from the question bank
- develop and pilot a revised system of assessment to ensure a standardised approach is adopted

Operational phase

- hold meetings with representatives from the course centres (1 meeting per year)
- participate as a member of the Assessment Subcommittee (3 meetings a year)
- maintain responsibility for the examination question bank
- regularly audit examinations to ensure consistency
- liaise with relevant staff in the Faculty office
- consider approvals for new course centres
- approve examination papers
- report as required
- 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)
- GMC registered
- experienced in HAVS and the running of examinations
- have completed equal opportunities/diversity training

Time commitment

The role requires on average 2-3 hours per week in addition to 3 meetings per year of the Assessment Subcommittee and 1 meeting per year with the course centres.

Appointment

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.

Applications will be considered for appointment to the role for the developmental stage only, with the expected duration of this stage being 1 year.

Expenses

The role of 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.