

CHIEF EXAMINER Part 2 MFOM (Membership of the Faculty of Occupational Medicine)

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 rachel.briggs@fom.ac.uk by **10 00 am on Friday 17 February 2012.**

Please read the following information before making your application

Background

This Chief Examiner's role is to ensure the proper conduct of the Part 2 MFOM examination. This MFOM examination is an 'exit' exam first introduced in June 2010 and replaces the AFOM examination for the Associateship of the Faculty of Occupational Medicine. The Part 2 MFOM examination is about to be run for the third time, and we are seeking a Chief Examiner to lead it through its next phase.

Main purpose of the role

The main purpose of the role is to ensure that the Part 2 MFOM examination is conducted to the required standard and in a timely manner. The Chief Examiner is the Chair of the MFOM Examination Committee, which oversees the Part 2 MFOM examination process. The Chief Examiner also provides support and advice as appropriate to examiners. The examination runs on an eight monthly cycle, which is February and October one year and June the following.

Liaison with others

The Chief Examiner works closely with the Examinations Co-ordinator in the Faculty office, who carries out the day to day management and administration of examinations. The Chief Examiner should be available by email and telephone to respond to enquiries, and for occasional meetings to review the work.

The Chief Examiner also works closely with the Director of Assessment, who is there to provide advice and support particularly if/when difficulties arise. The Chief Examiner is also supported by a Deputy Chief Examiner, MFOM.

Responsibilities

- Ensuring that examination papers are prepared. These currently comprise two sections. The Chief Examiner has particular responsibility for:
 - chairing MFOM Committee meetings, usually one before each diet; other work is normally conducted electronically;
 - ensuring, in conjunction with the Examinations Co-ordinator, that written papers are produced, and that new questions are written as required;
 - selecting photographs for multiple choice question (MCQ) papers.
- Ensuring that clinical examinations (which include cases) are organised. This is done in conjunction with the Examinations Co-ordinator and with assistance from colleagues at the Northern General Hospital, Sheffield, where examinations are held.
- Invigilating some examinations, in particular, the clinical examinations which run usually over one day, every eight months.
- Being available to support other invigilators (usually of written paper examinations). This includes dealing with any questions on the day of examinations.

- Ensuring that written feedback is sent in a timely fashion to those who have failed with advice. This includes offering guidance on how to approach the examination next time.
- Advising the Examinations Co-ordinator on responses to any subsequent enquiries related to the examination and on eligibility issues with respect to the Part 2 MFOM examination regulations.
- Ensuring that the Examinations Co-ordinator advises the Director of Assessment on any changes needed to examination regulations.
- Attending Faculty Assessment Sub-committee meetings, usually held quarterly, although he/she may send a deputy.
- Audit the performance of examiners as part of the QA of the assessment process. (This will involve the support of others).
- Leading and managing, with support of the MFOM Committee and the Examinations Co-ordinator, changes to the assessment /examination process, in line with the Faculty plan and with GMC (General Medical Council) requirements.

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)
 - on the GMC Specialist Register under occupational medicine
 - an examiner for the Part 2 MFOM examination
 - up-to-date with Examiners' training, provided by FOM
- and
- have completed equal opportunities/diversity training,

Time commitment

Demands of the role peak on the run-up to each sitting of the examination. In addition, the Chief Examiner is required to attend quarterly Assessment sub-committee meetings, Part 2 MFOM Committee meetings, once every eight months, the Part 2 MFOM examination, once every eight months and a Course Centres meeting, once a year.

Appointment

Chief Examiners are appointed by the Board, on the recommendation of an appointed panel, for a period of three consecutive years in the first instance. The appointment may be extended up to a maximum of six consecutive years. The appointment will begin in July, 2012.

Expenses

The role of the Chief Examiner Part 2 MFOM 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.

Further information

For an informal discussion about the role, please e.mail: Rachel.Briggs@fom.ac.uk to be put in touch with the current Chief Examiner.