

## **FACULTY EXTERNAL ASSESSORS FOR WORKPLACE BASED ASSESSMENTS**

**Applications** are invited for these honorary roles within the Faculty. These should be made on the application form available at <http://www.facoccmmed.ac.uk/library/docs/jobgenapp2011.doc> and returned, together with a brief CV, to [emma.dawson@fom.ac.uk](mailto:emma.dawson@fom.ac.uk) by **10 00 am on Tuesday 14 February 2012.**

### **External Assessors are required in the following regions:**

- Northern
- Yorkshire & Humber
- South West
- West of Scotland

Please read the following information before making your application.

### **What are workplace-based assessments? What is their purpose?**

Workplace-based assessments (WBAs) are an important component of the higher specialist training programme in occupational medicine. They are integral to the curriculum and assessment framework approved by the statutory regulator, the GMC, and their delivery is a requirement of training post approval.

WBAs are on-the-job assessments of day-to-day performance. They have an important formative function, helping the trainee to: chart their progress (areas of strength and developmental needs), document the acquisition of competencies, receive regular feedback from experienced senior colleagues, and plan their educational objectives. More generally, they assist reflection and development – assessment is often the bolt on extra at the end, but regular constructive feedback should be an integral part of educational planning; they support and underpin the quality assurance of training, by confirming that developmental expectations are being met; and they drive learning. Naturally, trainees put most effort into those things that are examined – WBAs ensure that this effort is directed at everyday performance rather than abstract knowledge.

Finally, WBAs are the main vehicle for assessing certain important competencies that are hard to measure in other ways (e.g. professional behaviour, probity, team working); and for identifying trainees in difficulty who need special support. Ultimately they are needed to reassure the public that by the end of their training, the doctor is a rounded specialist, fit for purpose.

### **What does an External Assessor for WBAs do?**

For most trainees in occupational medicine WBAs will be conducted by few assessors or a single assessor (the trainee's educational supervisor). The External Assessor in WBA will sample a part of the material again, in a way akin to having a second assessor. However, the main purpose is not to mark an examination and WBAs are not designed to be high stake summative exams. Rather, the scores of external assessors will enable the Faculty to quality assure and check on the use of WBAs in practice, and where appropriate to improve and further develop them.

CBD and SAIL(OH) lend themselves to convenient assessment by a third party, being items that can be assessed without having to visit the trainee's place of work. An External Assessor will conduct these 2 types of WBA annually in relation to a given trainee, 2 case discussions (CBD) and 2 letters (SAIL(OH)). For CBD and SAIL(OH), scoring sheets will need to be completed and made available to the ARCP.

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**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)

and:

- ideally, belong to an ARCP panel or local STC.

**Time commitment**

The trainee would usually be expected to travel to meet the External Assessor at a mutually agreed venue. The process will take approximately 2-3 hours per trainee per year.

**CPD Points**

It is possible to claim CPD points for the role.

**Expenses**

This is an honorary role; any 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. However, as the onus is on the trainee to travel to the assessor, there should be little or no travel involved.

*January 2012*