Applications are invited for this honorary role within the Faculty. These should be made on the application form and returned to exams@fom.ac.uk by 5pm on 26th February 2021

Please read the following information before you make your application

Background

The Diploma in Occupational Medicine (DOccMed) is a professional qualification designed for medical practitioners who are working part-time in occupational medicine or who have an interest in occupational medicine. It is most frequently taken by general practitioners who often add to their practice portfolio by providing occupational health services to local companies. The Chief Examiner’s role is to ensure the proper conduct of the Diploma, which comprises a written paper and a portfolio submission/assessment (VIVA). The written element also comprises Part One of the Faculty’s membership examinations (MFOM). Typically, sittings are held twice annually, in May and November, but it may need to be run more frequently if candidate demand rises. We are seeking to appoint a new Chief Examiner for three years in the first instance.

Main purpose of the role

The main purpose of the role is to ensure that the Diploma examination is conducted to the required standard and in a timely manner. The Chief Examiner is the Chair of the DOccMed Advisory Committee, which oversees standard setting and academic quality of the DOccMed examination. The Chief Examiner also provides support and advice as appropriate to examiners.

During this three-year appointment the Chief Examiner will also be working closely with the Examinations and Training team to assist with moving the examinations to an online format.

Liaison with others

The Chief Examiner works closely with the Examinations and Training team in the Faculty office, who carry 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, DOccMed

Responsibilities

1. Ensuring that examination papers are prepared. The Chief Examiner has particular responsibility for:
   - Chairing DOccMed Advisory Committee meetings, usually in the week following each sitting; other work is normally conducted electronically;
   - Ensuring, in conjunction with the Examinations and Training Team, that written papers are produced and new questions are written as required;

2. Being available to support, the written examination which usually runs over one afternoon, twice a year.

3. Being available to support senior examiners (usually of viva examinations). This includes dealing with any questions on the day of examinations.

4. 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.

5. Advising the Examinations and Training team on responses to any subsequent enquiries related to the examination and on eligibility issues with respect to the DOccMed examination regulations.

6. Ensuring that the Examinations and Training team advises the Director of Assessment on any changes needed to examination regulations.

7. Attending Faculty Assessment Sub-committee meetings, usually held twice a year although he/she may send a deputy.

8. Audit the performance of examiners as part of the QA of the assessment process. (This will involve the support of others).

9. Leading and managing, with support of the DooccMed Committee and the Examinations and Training team any changes to the assessment/examination process, in line with the Faculty plan and GMC (General Medical Council) requirements.

10. Lead on aspects of periodic examiner training for DOccMed examiners.

Person specification

- Has been an examiner for the DOccMed examination
- Is up-to-date with Examiners’ training, provided by the Faculty
- Has completed equal opportunities/diversity training

In addition, to meet the specifications of DOccMed Examiners:
- Hold a Licence to Practise
• Be subject to the quality assurance procedures of the Faculty.
• Be in good standing with the Faculty having paid FOM and/or other professional annual fees.
• Be recorded on the GMC Specialist Register as an Occupational Physician (this is equivalent to the MFOM or FFOM in the Faculty), with a license to practise.
• Hold the MFOM or FFOM qualification.
• Have been in a substantive consultant (or equivalent) post for at least two years, and must demonstrate awareness of the training standard required of the candidates, before becoming an examiner.
• Provide evidence (such as references) to confirm that management and/or clinical colleagues agree to the applicant taking up this role. This is not required for medical practitioners who work independently.
• Provide evidence of successful completion of relevant Examiner Training from another Medical Royal College if unable to attend general Faculty Examiner 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 Assessment sub-committee meetings, DOccMed Committee meetings twice annually and the written examination. It may also be necessary to attend Course Centres meetings once a year.

Appointment

Chief Examiners are appointed by the Board, on the recommendation of an appointment 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.

Expenses

The role of the DOccMed Chief Examiner 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: exams@fom.ac.uk to be put you in touch with the current Chief Examiner.

To apply

E-mail application form and brief CV to exams@fom.ac.uk.

To download the Examiner application form

December 2020