**CHIEF EXAMINER MFOM**

**(Membership of the Faculty of Occupational Medicine)**

Applications are invited for this honorary role within the Faculty. Please complete the Chief Examiner Application Form (Annex A) and email it to ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­[exams@fom.ac.uk](mailto:exams@fom.ac.uk) by ­­­­­­­­­­­­­­­5pm on the 31st August 2023

**Introduction**

Membership of the Faculty of Occupational Medicine (MFOM) is intended for registered medical practitioners who are committed to the full-time or part-time practice of occupational medicine. It is the highest level of specialist professional qualification in Occupational Medicine recognised by assessment by the FOM.

This Chief Examiner’s role is to ensure the proper conduct of the MFOM Part 2 examination, which currently comprises of the following components:

* Written Multiple Choice Question Paper (MCQ)
* Written Modified Essay (Structured Short Answer) Paper (MEQ)
* An Observed Structured Practical Examination (OSPE) and written Photographic/occupational hygiene paper (PH)

This MFOM Part 2 examination is an ‘exit’ exam and typically runs once every eight months, but it may need to be run more frequently if candidate demand rises. The Faculty is seeking to appoint a new Chief Examiner for three years with a handover period.

**Main purpose of the role**

The main purpose of the role is to ensure that the MFOM Part 2 examination is conducted to the required standard and in a timely manner. The Chief Examiner is the Chair of the MFOM Part 2 Advisory Group, which oversees the examination process. The Chief Examiner also provides support and advice as appropriate to examiners.

The Faculty is currently undertaking an extensive review of the MFOM Part 2 examination. As a result of this review, the Faculty expects to implement a new examination format in September 2024. The Chief Examiner is expected to be involved in the development of this new examination format, as well as in the training and transition process.

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 Examinations, 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**

1. Ensuring that examination papers are prepared, in particular:

* Chairing MFOM Part 2 Advisory Group meetings, usually one before each diet.
* Ensuring, in conjunction with the Examinations and Training Team that all content for the written papers is produced, and that new questions are written and reviewed as required.
* Selecting photographs for Photo / Hygiene papers.
* Compiling appropriate scenarios for the clinical examinations (OSPEs).

2. Ensuring that clinical examinations (which include cases) are organised. This is done in conjunction with the Examinations and Training Team and with assistance from colleagues at the Northern General Hospital, Sheffield, where examinations are held.

3. Invigilating some examinations, in particular the clinical examinations which run usually over one day, every eight months.

4. Being available to support other invigilators (usually of written paper examinations). This includes dealing with any questions on the day of examinations.

5. 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.

6. Advising the Examinations and Training Team on responses to any subsequent enquiries related to the examination and on eligibility issues with respect to the MFOM Part 2 examination regulations.

7. Ensuring that the Examinations and Training Team advise the Director of Examinations on any changes needed to examination regulations.

8. Attending Faculty Examination Committee meetings, usually held bi- annually.

9. Audit the performance of examiners as part of the QA of the assessment process.

(This will involve the support of others).

10. Leading and managing, with support of the MFOM Advisory Group and the Examinations and Training Manager, changes to the assessment /examination process, in line with the Faculty plan and GMC (General Medical Council) requirements.

11. Lead on aspects of periodic examiner training for MFOM Part 2 examiners.

**Please note that these tasks reflect the current MFOM Part 2 format, which is undergoing a review process.**

**Person specification**

* Has been an examiner for the MFOM Part 2 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 MFOM Part 2 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 bi-annual Examination Committee meetings, MFOM Part 2 Advisory Group meetings, once every eight months, and the MFOM Part 2 examination, once every eight months.

**Appointment**

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

**Expenses**

The role of Director of Examinations 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. The incumbent will be covered by the Faculty’s professional indemnity policy for the work involved in this role.

**Further information**

For an informal discussion about the role, please e-mail: [exams@fom.ac.uk](mailto:exams@fom.ac.uk) who will be able to put you in touch with the current Chief Examiner.

ANNEX A

**APPLICATION FOR KEY APPOINTMENTS: CHIEF EXAMINER MFOM PART 2**

INSTRUCTIONS FOR COMPLETION

This form should be completed electronically. The boxes will expand to allow as much text as required to be entered. Please complete the form and return it to [exams@fom.ac.uk](mailto:exams@fom.ac.uk) by 5pm on the 31st August 2023.

|  |  |
| --- | --- |
| Full name |  |
| Business address |  |
| Home address |  |
| Telephone number |  |
| Email address |  |
| Date of specialist registration with the GMC |  |
| Qualifications |  |
| Present appointment(s) (with dates) |  |
| Two immediate past appointments (with dates) |  |
| Previous service to the Faculty of Occupational Medicine (with dates) |  |
| Please provide your last three appraisal dates to confirm your engagement with the process of annual appraisal. |  |
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|  |
| Revalidation date |  |

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| --- |
| **Please explain, in no more than 250 words, your suitability/how you meet the criteria for this post** (please provide any relevant dates) |
|  |

I confirm that:

My employer has given permission for me to take on this role, if it is offered

**AND**

I am fully engaged with the revalidation process (including annual appraisal, 3600/multisource feedback, etc)

I confirm that the above information is accurate and understand that the information given on this form may be circulated to a Faculty appointment panel and/or the Faculty Board of Trustees.

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_