

## CHIEF EXAMINER

### DIPLOMA IN OCCUPATIONAL HEALTH PRACTICE

Applications are invited for this honorary role within the Faculty. Please apply by completing the DipOHPrac Chief Examiner Application Form and return via email to [recruitment@fom.ac.uk](mailto:recruitment@fom.ac.uk) by **5pm on Monday 16<sup>th</sup> August 2021**.

**Please read the following information before you make your application**

#### Background

The **Diploma in Occupational Health Practice (DipOHPrac)** is a professional qualification designed for nursing practitioners who are working in occupational health and who have an interest achieving specialist accreditation. It is a new 100% online examination and has not yet been run. 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 aim will be to hold sittings twice per year, in May and November, but it may need to be run more frequently if candidate demand rises. We are seeking to appoint a 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 DipOHPrac examination is conducted to the required standards and in a timely manner. The Chief Examiner is the Chair of the DipOHPrac Advisory Committee, which oversees standard setting and academic quality of the DipOHPrac 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 develop the examination and associated processes.

#### Liaison with others

The Chief Examiner works closely with the Examinations and Training staff team, 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 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 will be supported by a Deputy Chief Examiner, DipOHPrac (not yet appointed).

## Responsibilities

1. Ensuring that examination papers are prepared.

The Chief Examiner has particular responsibility for:

- Chairing DipOHPrac Advisory Committee meetings, usually in the week following each sitting. Please note that all work is normally conducted electronically.
  - Ensuring, in conjunction with the Examinations and Training staff team, that written papers are produced and new questions are written as required.
2. Being contactable at the time when examinations are running, including answering queries that may arise.
  3. Ensuring that written feedback, with advice, is sent in a timely fashion to those who have failed.
  5. Advising the Examinations and Training staff team on eligibility queries.
  6. Raising recommendations to amend to the DipOHPrac Regulations, as needed, with the Director of Examinations.
  7. Attending (on line), Faculty Assessment Sub- Committee meetings, usually held twice a year.
  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 DipOHPrac Advisory Committee and the Examinations and Training staff team any changes to the assessment /examination process.
  10. Lead on aspects of periodic examiner training for DipOHPrac examiners.

## Person specification

- Has been an examiner or training assessor previously.
- Is up-to-date with Examiners' training, including Equality and Diversity Training, which will be provided by the Faculty.

In addition, to meet the specifications of DipOHPrac Examiners:

- Hold a Licence to Practise
- Be subject to the quality assurance procedures of the NMC.
- Be in good standing with the NMC having paid professional annual fees.
- Be recorded on the NMC Specialist Register as an Occupational Nurse or has equivalent qualifications or experience.
- Have been in a substantive senior occupational health post (or equivalent) post for at least two years, and must demonstrate awareness of the training standard required of the candidates, before becoming an examiner.

## **Time commitment**

Time commitment will increase on the run up to each sitting of the examination, and immediately afterwards. Currently there are two sittings per annum. In addition, the Chief Examiner is required to attend online (normally via Teams), the Examinations Committee, and DipOHPrac Committee meetings twice annually.

## **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 DipOHPrac Chief Examiner is a voluntary one. Should travel be required to attend meetings, expenses will be reimbursed in line with the Faculty's business travel and expenses policy. However, please note that most meetings will be held online.

## **Further information**

For an informal discussion about the role, please e-mail: [recruitment@fom.ac.uk](mailto:recruitment@fom.ac.uk) to be put in touch with the current Chief Examiner of the DOccMed (nearest equivalent examination to the new DipOHPrac).

## **To apply**

Please e-mail your completed application form and brief CV to [recruitment@fom.ac.uk](mailto:recruitment@fom.ac.uk)

Thank you for your interest in this role