**DEPUTY CHIEF EXAMINER DOCCMED**

**(Diploma in Occupational Medicine)**

Applications are invited for this honorary role within the Faculty. These should be made on the application form and returned to [recruitment@fom.ac.uk](mailto:recruitment@fom.ac.uk) by **July 25th 2022** (12 noon)

**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.  Though it is not a Specialist exam, it is most frequently taken by general practitioners who often add to their practice portfolio by providing occupational health services to local companies. The Deputy Chief Examiner’s role is to assist the Chief Examiner in ensuring the proper conduct of the Diploma, which comprises of a written paper and a portfolio submission/assessment (Oral). 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 Deputy Chief Examiner for three years in the first instance.

**Main purpose of the role**

The main purpose of the role is to deputise for the Chief examiner when necessary and work with him or her 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. You will also be required to attend these meetings and to provide support and advice as appropriate to examiners.

During this three-year appointment the Deputy Chief Examiner will also be working closely with the Examinations and Training team to assist with the development of the question bank. This forms part of a wider project to work towards an e-management system.

**Liaison with others**

The Deputy 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. In the absence of the Chief Examiner, the Deputy should be available by email and telephone to respond to enquiries, and for occasional meetings to review the work.

The Deputy Chief Examiner may also be called upon to liaise with the Director of Examinations, who is there to provide advice and support particularly if/when difficulties arise.

**Responsibilities**

1. Ensuring, in conjunction with the Chief Examiner and Examinations and Training Team, that written papers are produced and new questions are written as required;

2. Attending DOccMed Advisory Committee meetings, usually in the week following

each sitting

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

4. 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.

5. Deputising for the Chief Examiner, if required, in attending Faculty Examination Sub-committee meetings, usually held quarterly.

6. Auditing the performance of examiners as part of the QA of the assessment process.

(This will involve the support of others).

7. Advising on, with support of the DoccMed 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.

8. Assisting with 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 Deputy Chief Examiner may be required, in the absence of the chief examiner, to attend Examination sub-committee meetings. The Deputy will be expected to attend the DOccMed Committee meetings twice annually and audit oral examinations. It may also be necessary to deputise for the Chief Examiner in attending Course Centres meetings once a year.

**Appointment**

Deputy 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 Deputy 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](mailto:exams@fom.ac.uk)

**To apply**

The closing date for applications is midday on **25th July 2022** E-mail application form and brief CV to [exams@fom.ac.uk](mailto:exams@fom.ac.uk).