**Deputy Chief Examiner MFOM (Membership of the Faculty of Occupational Medicine)**

Applications are invited for this honorary role within the FOM. These should be made by returning a CV and completed application form to [recruitment@fom.ac.uk](mailto:recruitment@fom.ac.uk) by 9amon Monday 9th January 2023.

**Background**

This Deputy Chief Examiner’s role is to support the Chief Examiner in ensuring the proper conduct of the Part 2 MFOM examination. The examination currently runs once every eight months.

The former Deputy Chief Examiner, Dr Tosin Talabi, has come to the end of his three-year term and has been successfully appointed to the role of Chief Examiner. The FOM is seeking to appoint a new Deputy Chief Examiner for three years.

**Main purpose of the role**

The main purpose of the role is to work with and support the Chief Examiner to ensure that the Part 2 MFOM examination is conducted to the required standard and in a timely manner.

The Deputy Chief Examiner may have to deputise to Chair the Part 2 MFOM Advisory Group, which oversees the Part 2 MFOM examination process. The Deputy Chief Examiner will also provide support and advice as appropriate to examiners.

During this three-year appointment, we will be looking for a Deputy Chief Examiner who is able to take forward several strands of development work, relating to the Part 2 MFOM examination. The Deputy Chief Examiner would be closely supported by both the Director of Examinations and the Chief Examiner Part 2 MFOM with this work.

**Liaison with others**

Aside from the Chief Examiner and Director of Examinations, the Deputy Chief Examiner would also work closely with the Examinations and Training Team in the FOM office, who carry out the day-to-day management and administration of examinations. The Deputy Chief Examiner should be available by email and telephone to respond to enquiries, and for occasional meetings to review the work.

**Responsibilities**

The Deputy Chief Examiner will work with the Chief Examiner to deliver the below responsibilities:

1. Ensuring that examination papers are prepared:

* Chairing Part 2 MFOM meetings, when the Chief Examiner in unavailable, usually one before each diet; other work is normally conducted electronically.
* Ensuring, in conjunction with the Examinations and Training Team, that written papers are produced, and that new questions are written as required.
* Selecting photographs for Photo / Hygiene papers.

1. 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.
2. Invigilating some examinations, in particular, the clinical examinations which run usually over one day, every eight months.
3. 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.
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 Part 2 MFOM examination regulations.
5. Attending FOM Examinations Committee meetings, usually held twice a year .
6. Audit the performance of examiners as part of the QA of the assessment process. (This will involve the support of others).
7. Leading on and managing, with support of the Part 2 MFOM Advisory Group and the Examinations and Training Team, changes to the assessment /examination process, in line with the FOM plan and with GMC (General Medical Council) requirements.
8. Lead on aspects of periodic examiner training for Part 2 MFOM examiners.

**Person specification**

* Has been an examiner for the Part 2 MFOM examination
* Is up-to-date with Examiners’ training, provided by the FOM
* Has completed equal opportunities/diversity training

In addition, to meet the specifications of Part 2 MFOM Examiners:

* Hold a licence to practise
* Be in good standing with the FOM having paid FOM and/or other professional annual fees.
* Be recorded on the GMC Specialist Register as an Occupational Physician (this is equivalent to holding MFOM or FFOM), 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 FOM Examiner training.

**Time commitment**

Demands of the role will peak on the run-up to each sitting of the examination. The Deputy Chief Examiner will be required to attend the Part 2 MFOM Advisory Group meetings, once every eight months, the Part 2 MFOM examination, once every eight months and deputise when required at the biannual Examinations Committee meetings.

**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 Deputy Chief Examiner Part 2 MFOM 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 FOM’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) and FOM staff will be able to put you in touch with the current Chief Examiner.

*December 2022*