

**DIRECTOR OF EXAMINATIONS**

Applications are invited for this honorary role within the Faculty.

Please complete the **DoE Application Form** (Annex A) and email it to **exams@fom.ac.uk** by 5 p.m. on 12th July 2023.

**Introduction**

The Director of Examinations is a member of the FOM Council, and accountable to the Board of Trustees through the Academic Dean.

The Director of Examinations is responsible for clinical and educational input to the Faculty’s examinations, and works closely with the Head of Assessment and Quality to support the continuous evaluation and improvement of them.

In addition, the Director of Examinations and Chief Examiners ensure that the Faculty examinations are held as advertised, and in accordance with the respective regulations. On a day-to-day basis, examinations are managed and administered by Faculty staff. The incumbent works closely with the Academic Dean and also Faculty staff to ensure the smooth running of the examinations.

**Responsibilities**

The Director of Examination’s key responsibilities are to:

* Chair the examination committees, and support and advise Chief Examiners and FOM staff.
* Oversee the work of the Faculty’s Chief Examiners and provide them with appropriate leadership and guidance.
* Work closely with the Head of Assessment and Quality to monitor the quality assurance and standard setting procedures of Faculty examinations, and recommend, implement and evaluate appropriate improvements.
* Manage the appointment of examiners and recommend to the Board the appointment of Chief Examiners, ensuring they are appropriately inducted, trained and adhere to the Form of Faith.
* Ensure, with staff, there is an accurate register of examiners, together with a record of their service as examiners. Work with Faculty staff and Chief Examiners to deliver Examiner Training to those examiners who require it.
* Ensure the probity of the conduct of examinations. Adjudicate on matters relating to the performance of candidates in Faculty examinations, in conjunction with the relevant Chief Examiners. Ensure that the Faculty Appeals rules are adhered to.
* Review the eligibility of applicants for Faculty examinations, where necessary.
* Oversee the development of syllabi of Faculty examinations along with the Academic Dean and educational staff.
* Recommend changes to examination regulations when required.
* Oversee the development of new examinations along with the Academic Dean, when required.
* Ensure the examination question banks remain up to date and are stored securely.
* Keep abreast of national policy developments in assessment systems and maintain networks with counterparts in other Colleges and Faculties, through involvement with the Academy of Medical Royal Colleges.
* Ensure national developments and best practice are incorporated into Faculty examinations.
* Oversee an approval process for external courses which lead to Faculty examinations.

**Person specification**

Applicants must:

* Be a current Member (MFOM) or Fellow (FFOM) of the Faculty;
* Be on the GMC Specialist Register under Occupational Medicine;
* Have a sound understanding of examination systems, preferably having acted as a Faculty examiner and be up to date with examiner training (including equal opportunities/diversity training);
* Have successful experience in a leadership role;
* Have the capacity to develop new initiatives and oversee their delivery;
* Enjoy working co-operatively as part of a team;
* Be in good standing with the Faculty (paid all fees and subscriptions due from them to the Faculty, signed a declaration of faith and complied with the minimum requirements of the Faculty’s or other appropriate continuing professional development scheme)

**Time commitment**

The role requires on average 2 hours per week but there are peaks and troughs on a weekly basis. Meeting commitments include 4 meetings per year of Council and 3 meetings per year of the Assessment committee of the Academy of Medical Royal Colleges. Other fixed commitments include Part 2 MFOM examinations, other examinations, and examination committee meetings as required.

**Appointment**

The Director of Examinations is 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 email: [exams@fom.ac.uk](mailto:exams@fom.ac.uk).

Thank you for your interest in the role of Director of Examinations.

ANNEX A

**APPLICATION FOR KEY APPOINTMENTS: DIRECTOR OF EXAMINATIONS**

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 5 p.m. on 12th July 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_