

FFPMRCA Examiner Job Description

Job Title:	FFPMRCA Examiner
Responsible to:	The Chairman of the relevant Board of Examiners
Accountable to:	The Chairman of the Court of Examiners
Liaison with:	The Examinations department/Faculty administration
Reference:	The FFPMRCA Examination (Selection and Appointment of Examiners and question writers) Regulations

Background

The Faculty of Pain Medicine Fellowship Examination (FFPMRCA) was introduced in 2012. The FFPMRCA examination is made up of two sections. The first is a Multiple Choice (MCQ). Upon successful completion of the MCQ, candidates sit a Structured Oral Examination (SOE). The MCQ comprises of 40 Multiple True/False (MTF), 25 Single Best Answer (SBA) Questions and 25 Extended Matching Questions (EMQ). The SOE comprises of two sections, Clinical Pain Medicine (SOE1) and Clinical Science (SOE2). The regulations of the examination are available on the FPM website.

The Role

An FFPMRCA Examiner is one of a team of examiners (the Court of Examiners) responsible for assessing the performance of candidates taking part in FFPMRCA examinations. Examiners are recruited subject to a probationary year. Examiners will be expected to actively contribute to the continuous development of examination content, procedure and processes and will give the highest priority to the examination above all commitment.

General Duties and Responsibilities

- Full commitment to the Faculty and the examination processes
- Assessment and guidance of candidates
- Attendance and contribution to core groups and working parties
- Participation in induction and ongoing training programmes
- To uphold all examination regulations, policies and principles
- To observe and maintain the confidentiality and integrity of the FFPMRCA examinations

Specific Duties and Responsibilities

1. Full commitment to the Faculty and its examination processes

- To remain in good standing with the Faculty and hold full registration with the GMC
- To have the expectancy of completing at least 6 years as an examiner
- Attendance at two exam diets per academic year or part-time equivalent
- Attendance and/or contribution to joint writing days where required
- Active contribution to the development and submission of questions
- To actively participate in ensuring the examinations are of the highest standard
- To take part in the appraisal process as required

2. Assessment and guidance of candidates

- To examine all candidates in accordance with the FFPMRCA Regulations, marking schemes and examiner guidance
- To complete all marking processes in accordance with guidelines and templates
- To give full and fair consideration where appropriate, to equality and diversity whilst ensuring the integrity and validity of the examination is upheld
- Attendance at call-over, examiner meeting and briefings

- Timely attendance at examinations stations as allocated
- To provide clear and concise feedback to candidates regarding poor performance
- To actively assist in the guidance of candidates

3. Attendance and contribution to core groups and working parties

- To keep the Chairman informed of relevant expertise and specific interests
- To attend meetings of core group/working party allocated, where possible
- Actively contribute to the duties of the core group/working party
- Regular submission of ideas and comments
- Participation in the standard setting and question setting processes
- To strive to take on a leadership role and provide assistance to others

4. Participation in induction and ongoing training programmes

- To attend the mandatory training programme as an examiner elect
- To undertake annual examiner equality and diversity training programmes
- To attend further training as required
- To seek involvement in the training of others

5. To uphold all examination regulations, policies and principles

- To be fully conversant with all FPMRCA Examinations Regulations
- To keep up to date with examination changes
- To actively apply and promote the policies and principles of the Faculty
- To feedback examiner appraisal documents to departmental appraisers

6. To observe and maintain the confidentiality and integrity of the FPMRCA examinations

- To adhere to the terms and conditions of secure question banks and examiner websites
- To observe the confidentiality and copyright of examination content at all times
- To draw any matter causing concern to the attention of the Chairman.

Signed		Date	
Print Name			