

FFPMRCA Examiner Person Specification

PROFESSIONAL REQUIREMENTS	Application and Selection	Examinership
Essential		
A Fellow (FFPMRCA), excluding honorary fellowships, or Associate Fellow	√	√
Substantive Consultant/SAS grade in Pain Medicine	√	√
In good standing with the Faculty	√	√
Holds full registration, without limitation, with the GMC	√	√
In active clinical practice	√	√*
Able to commit at least 7 days per academic year or part time equivalent and approval from Trust to achieve this.	√	√
Has the expectation of completing at least 10 years in the role	√	
Desirable		
Able to demonstrate a special interest relevant to the balance of expertise required	√	
PROFESSIONAL/TECHNICAL AND OCCUPATIONAL TRAINING	Application and Selection	Examinership
Essential		
Demonstrates commitment to ongoing assessment, training and development as an examiner/trainer	√	√
Attendance at Equality and Diversity Training	√	√**
Participates in revalidation, including annual appraisal in current post, and adherence to CPD requirements	√	√*
Desirable		
Able to demonstrate the involvement in written and electronic publications that are of particular relevance to training/education and basic sciences of ICM	√	
Will have visited a FFPMRCA Examination within the last 5yrs	√	
EXPERIENCE	Application and Selection	Examinership
Essential		
At least five years-experience as a Substantive Consultant/SAS grade	√	
Active involvement and commitment to the education and training of trainees	√	√
Desirable		
Has held or holds an official FPM trainer post such as RAPM, LPMES etc.	√	
SKILLS AND KNOWLEDGE	Application and Selection	Examinership
Essential		
Excellent written and verbal communications skills	√	√

SKILLS AND KNOWLEDGE	Application and Selection	Examinership
Essential		
Demonstrates high professional standards as a trainer and/or examiner	✓	✓
Fully up to date with the requirements and practices of FPM	✓	✓
Demonstrates courtesy and fairness towards all trainees/candidates	✓	✓
Demonstrates an understanding of the level of knowledge, skills and attitudes required of a candidate to pass FPMRCA Examination components	✓	✓
PERSONAL ATTRIBUTES	Application and Selection	Examinership
Essential		
Highly self-motivated	✓	✓
Meticulous attention to detail	✓	✓
Ability to form excellent working relationships at all levels	✓	✓
Able to handle challenging people and situations with discretion, tact and diplomacy	✓	✓
Friendly and consultative attitude	✓	✓
Willingness to contribute to wider aims of training and assessment	✓	✓
<p>*In exceptional circumstances examiners who are near the completion of their ten year examinership, may continue as an examiner to a maximum of 1 year, after retirement from clinical practice, subject to approval by the Board.</p> <p>**On application E&D training must have been carried out within the last 3 years. On acceptance of examinership, examiners are expected to undertake E&D training specific to examinations on an annual basis (this is arranged and held at the RCoA).</p>		

FFPMRCA Examiner Job Description

Job Title:	FFPMRCA Examiner
Responsible to:	The Chairman of the relevant Exam component
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 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
- 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 10 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 standards
 - To take part in the appraisal process as required

- 2. Assessment and guidance of candidates**

- To examine all candidates in accordance with the FPMRCA 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 FPM 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			

FFPMRCA Question Writer Person Specification

PROFESSIONAL REQUIREMENTS	Application and Selection	Question Writer Term
Essential		
Shall be a Fellow (FFPM) or Associate Fellow (AFPM)	√	√
Substantive Consultant/SAS grade in Pain Medicine	√	√
In good standing with the Faculty/College	√	√
Holds full registration, without limitation, with the GMC	√	√
In active clinical practice	√	√*
Able to commit at least 6 days per academic year and approval from Trust to achieve this.	√	√
Has the expectation of completing at least 2 years as a Question writer	√	
Desirable		
Able to demonstrate a special interest relevant to the balance of expertise required	√	
PROFESSIONAL/TECHNICAL AND OCCUPATIONAL TRAINING	Application and Selection	Question Writer Term
Essential		
Demonstrates commitment to ongoing assessment, training and development as a trainer	√	√
Attendance at Equality and Diversity Training	√	√*
Participates in revalidation, including annual appraisal in current post, and adherence to CPD requirements	√	√
Desirable		
Able to demonstrate the involvement in written and electronic publications that are of particular relevance to training / education in Pain Medicine	√	
Will have visited a FFPMRCA Examination within the last 5 yrs	√	
EXPERIENCE	Application and Selection	Question Writer Term
Essential		
At least three years-experience as a Consultant/SAS grade	√	
Active involvement and commitment to the education and training of trainees	√	√
Desirable		
Has held or holds an official FPM trainer post such as RAPM, LPMES	√	
SKILLS AND KNOWLEDGE	Application and Selection	Question Writer Term
Essential		
Excellent written and verbal communications skills	√	√

SKILLS AND KNOWLEDGE	Application and Selection	Question Writer Term
Essential		
Demonstrates high professional standards	√	√
Fully up to date with the requirements and practices of FPM	√	√
Demonstrates an understanding of the level of knowledge, required of a candidate to pass FFPMRCA Examination components	√	√
PERSONAL ATTRIBUTES	Application and Selection	Question Writer Term
Essential		
Highly self-motivated	√	√
Meticulous attention to detail	√	√
Ability to work as part of a team	√	√
Friendly and consultative attitude	√	√
Willingness to contribute to wider aims of training and assessment	√	√
<p>*On application E&D training must have been carried out within the last 3 years. On acceptance of the role of question writer, question writers are expected to undertake E&D training specific to examinations on an annual basis (this is arrange and held at the RCoA).</p>		

FFPMRCA question writer - Job description

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

Background

The Faculty of Pain Medicine Fellowship Examination 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 question writer will support the Court of Examiners in the further development of the FFPMRCA question banks. Those appointed as FFPMRCA question writers will work with the MCQ Core Group in the first year and the SOE Core Groups during the second year. They will work form part of the MCQ Angoff Group for their full two year term as FFPMRCA question writer. Question writers are recruited subject to a probationary six month period. Question writers will be expected give the highest priority to the duties and responsibilities for this role.

GENERAL DUTIES AND RESPONSIBILITIES

- Full commitment to the Faculty and the Examination question development
- Attendance and contribution to Core Groups and the MCQ Angoff Group
- 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

- 7. Full commitment to the Faculty and its Examination question development**
 - To remain in good standing with the Faculty and hold full registration with the GMC
 - To have the expectancy of completing at least 2 years as a question writer
 - Attendance and/or contribution to joint writing days where required
 - Active contribution to the development and submission of questions
 - To actively participate in ensuring that questions are of the highest standards
 - To take part in the Angoff process for the MCQ examination
 - Participate in the appraisal process as required

- 8. 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 allocated and the MCQ Angoff Group
- Actively contribute to the duties of the Core Group/Angoff Group
- Regular submission of questions, ideas and comments
- Participation in the standard setting and question setting processes where required

9. Participation in induction and ongoing training programmes

- To attend the mandatory training programme as a question writer
- To undertake annual examine specific Equality and Diversity Training Programmes
- To attend further training as required
- To assist in the training of other question writers where required

10. 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

11. To observe and maintain the confidentiality and integrity of the FPM 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			

INVOLVEMENT IN TEACHING, PUBLISHING, EXAMINATION PRACTICE AND REVISION COURSES:

Principles for examiners and question writers

Examiners and question writers are expected to adhere to the following principles when involved with local teaching examinations practice and courses, or in the writing of revision textbooks¹. *The declaration that an examiner takes on appointment clearly states that they agree to give the highest priority to the examination above other commitments.* The core principles are:

- 1 Examiner and question writers should support their local trainees and others on courses, whenever possible by helping in local teaching and delivering courses for the examinations.
- 2 An examiner or question writer may help and advise other local 'examiners' in such activities as standard setting, appropriate behaviour, time keeping.
- 3 For local teaching or text book writing, examiners and question writers should only use questions in the public domain or provided by the course organisers. It is inappropriate either to suggest topics or give more concrete examples of questions. This compromises both the FPPMRCA examination and the integrity of the examiner concerned.
- 4 Examiners and question writers are expected to support the examination by developing questions for use in this examination. Such questions are to be kept strictly confidential and must under no circumstances be used in other situations/courses/books as such use would inevitably compromise the fairness and impartiality of the examination.
- 5 Examiners and question writers must be aware that there is a clear conflict of interest in being an examiner / question writer at the same time as managing or playing an equally significant role in a local examination preparation course or the writing of revision textbooks.
- 6 The Executive, as part of the annual re-appointment of examiners and question writers, will review any activity associated with local courses and take it into consideration when deciding on individual re-appointment.

¹ Textbooks in this context includes electronic forms of publishing.