

Panel of Examiners



Information Pack

Thank you for your interest in joining the College's Panel of Examiners. Acting as an examiner for the College is an important role and carries with it responsibility for maintaining the high standards expected of candidates wishing to become Diplomates, Members or Fellows of the College. The panel of examiners consists of both medical practitioners who are Fellows, Members or Affiliate Members of the College and lay examiners drawn from the College's Lay Advisory Group.

The College is required to meet the General Medical Council's (GMC) *Standards for Curricula and Assessment Systems*. A number of these standards cover the role and responsibilities of College examiners. The Academy of Medical Royal Colleges in conjunction with the GMC has also issued *Requirements for Colleges and Faculties in Relation to Examiners and Assessors (2014)* detailing the minimum requirements expected of Colleges with regard to examiners. To this end the College must have appropriate methods of recruitment and training of examiners and the subsequent quality management of their performance.

All examiners should demonstrate an understanding of the legal duties of an examiner in relation to equality, diversity and human rights, and the guidance provided by the GMC on the relevant issues, e.g. personal beliefs.

Medical Practitioner Examiners

The College welcomes applications from all Fellows, Members or Affiliate Members of the College who hold Consultant, SAS or trainee appointments. Non-ophthalmologist consultant grade medical practitioners who are Fellows or Members of recognised sister Colleges may also act as College examiners. All grades of examiner are expected to contribute to written multiple choice (MCQ) and constructed response (CRQ) questions, structured viva questions and communication skills scenarios. They may also all participate in the marking of written examination papers. Consultant and SAS examiners with suitable refractionist experience may also examine in the Refraction Certificate. Examining in all other oral examinations is restricted to Consultant grade examiners. The only exception to this rule is that Trainee examiners can examine in room 2 of the Refraction Certificate examination.

All medical practitioner examiners must have a licence to practice. This means they will need to:

- undergo an appropriate annual appraisal and maintain their status in relation to revalidation covering the scope of their practice
- fulfil CPD requirements that would cover the scope of the specialty curriculum as it pertains to the examinations that they usually cover
- be subject to the usual quality assurance arrangements pertaining to their examination which will confirm their competence as an examiner.

The criteria to apply to join the College panel for Consultant grades are as follows:

- Examiners must be on the GMC Specialist Register with a licence to practice.
- Examiners must be in a substantive NHS consultant (or equivalent) post OR be currently undertaking a post-CCT fellowship

- Examiners must have an active role in training and be aware of the training standard required of candidates
- Examiners who are ophthalmologists must be a Fellow, Member or Affiliate Member of The Royal College of Ophthalmologists
- Examiners who are not ophthalmologists must be a Fellow or Member of a recognised sister College
- Examiners who are ophthalmologists who are not members or fellows of The Royal College of Ophthalmologists, may be eligible to apply for membership and fellowship by election as these criteria have changed. Check here: <https://www.rcophth.ac.uk/about/membership-overview/membership-categories/applications-for-membership/#membershipbyelection>

The criteria to apply to join the College panel for Consultant grades from the ASEAN region are as follows:

- Examiners must hold full registration with their host country regulator (with entry on the specialist register where appropriate) and without limitation on their practice
- Examiners must provide a certificate of good standing from their national medical council
- Examiners must be working at consultant level
- Examiners must have an active role in training and be aware of the training standard required of candidates
- Examiners must provide evidence of continuing professional development and clinical governance or appraisal
- Examiners must be a Fellow, Member or Affiliate Member of The Royal College of Ophthalmologists

The criteria to apply to join the College panel for SAS grades are as follows:

- Examiners must be a Member or Fellow of The Royal College of Ophthalmologists
- Examiners must hold full registration with the GMC and without limitation on their practice
- Examiners must be in a career grade post
- Examiners must be in active NHS practice
- Examiners for the Refraction Certificate must be experienced refractionists and have passed a refraction examination
- Examiners must have an active role in training and be aware of the training standard required of candidates
- Examiners who are ophthalmologists who are not members or fellows of The Royal College of Ophthalmologists, may be eligible to apply for membership and fellowship by election as these criteria have changed. Check here: <https://www.rcophth.ac.uk/about/membership-overview/membership-categories/applications-for-membership/#membershipbyelection>

The criteria to apply to join the College panel for OST trainees are as follows:

- Examiners must be a Fellow of The Royal College of Ophthalmologists
- Examiners must hold full registration with the GMC and without limitation on their practice
- Examiners must have a National Training Number and have completed years ST1-4 of training
- Examiners must have experience in teaching/training and be aware of the training standard required of candidates

Medical examiners who have demitted their usual clinical practice may still act as a College examiner until 31 October 2016. After this date they will need to retain a licence to practice and

meet all other relevant requirements listed previously with the exception of being in active practice.

Lay Examiners

Lay examiners may examine in the oral components of the Part 2 FRCOphth examination.

The criteria to apply to join the College panel as a lay examiner are as follows:

- Examiners must not have been a registered medical practitioner in the UK or Internationally
- Must be of good standing in their community
- Examiners must have been a member of the College's Lay Advisory Group

In order to apply to join the College panel of Examiners, applicants are requested to complete the relevant application form. The application must be supported by two referees, who are current Fellows or Members of the College. All examiners should also ensure with their employer that they will be able to take appropriate leave to undertake the role for which they are applying.

The application will be scrutinised for eligibility against the appropriate person specification by three members of the College Examinations Committee who will then make a recommendation to the Committee. Applicants will be notified in writing if their application has been accepted or if not why it has been declined.

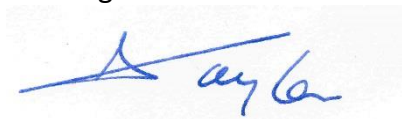
Prior to acting as an examiner successful applicants will be required to undertake the mandatory training listed in the relevant job description.

Examiners are appointed for a term of three years. Extension for a further term is subject to evidence of active participation in College examinations and satisfactory performance.

Further details on the role and requirements of being a College examiner are provided in the relevant information sheets. If you have any further queries, please contact Imogen O'Brien, Examinations Co-ordinator (Imogen.OBrien@rcophth.ac.uk).

Thank you again for your interest in College examinations. I sincerely hope that you will feel able to assist the College with this crucially important function and have no doubt that you will find the experience rewarding and enjoyable.

Kind regards

A handwritten signature in blue ink, appearing to read 'Robert Taylor', is written over a light blue rectangular background.

Mr Robert Taylor FRCOphth
Chairman – Examinations Committee