**Eligibility**

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

* Examiners must be on the GMC Specialist Register in Ophthalmologywith a licence to practice
* Examiners must have been practicing at consultant level for at least two years, employed in the private sector or NHS (or both) or self-employed.
* Examiners must be a Fellow, Member or Affiliate Member of The Royal College of Ophthalmologists
* Examiners must provide evidence of continuing professional development, clinical governance and appraisal.

After 31 October 2016 medical examiners who have demitted their usual clinical practice may only act as a College examiner provided that they have retained a licence to practice and meet all other relevant requirements listed previously with the exception of being in active practice.

**Roles and Responsibilities**

1. Attend the training session for Cert LRS examiners, encompassing viva training, unconscious bias and question writing
2. To contribute to the preparation of the CertLRS, including:

* Being familiar with the curriculum for training and the syllabus for the CertLRS examination.
* Writing multiple choice questions (MCQ) according to guidance provided. Examiners are requested to provide at least three questions per year.
* Writing structured viva questions according to guidance provided. Examiners are requested to provide at least one viva question per year.

Questions submitted by new examiners in the 12 months following approval by the Examinations Committee will be reviewed by the Senior Examiner of Cert LRS or the College’s Education Adviser and constructive feedback provided. The College also provides a Question Writing Workshop each November of each year, which applicable to all College examinations.

1. To contribute to the running of the viva component of the CertLRS:

* Ensuring familiarity with the curriculum for Cert LRS and the syllabus and scope of the examination.
* Acting as an examiner for any of the structured viva stations according to guidance provided.
* Contributing to the standard setting for this part of the examination.

1. To contribute to the quality assurance of the examinations by:

* Attending training and development courses provided by the College.
* Providing feedback on examinations.
* Informing the College of any potential problems encountered before, during or after an examination such as: conflicts of interest, probity issues, fraud or cheating by a candidate, or any other serious cause for concern.

1. Examiners should provide details of their availability when requested and inform the Examinations Department of any changes to this as quickly as possible.
2. Examiners should inform the Examinations Department immediately should they become the subject of any investigations, suspensions, limitations or removal of medical registration in any country.

**Mandatory Training:**

All examiners are required to receive appropriate training for their role.

* In order to examine for the CertLRS, new examiners must satisfactorily complete the Examiner Training day (for Cert LRS). In addition to practice marking and standard setting exercises they will include training in unconscious bias.
* All examiners are required to maintain their examiner training and must attend Examiner Training (as above) every five years.
* All examiners are expected to undertake Equality and Diversity training at least every five years. Currently this is not provided by the College as it is widely provided by employing Trusts and Postgraduate Deaneries, often as an e-learning package e.g. <http://www.faculty.londondeanery.ac.uk/e-learning/diversity-equal-opportunities-and-human-rights/>. At a future date it is likely that online training aimed specifically at examinations will be provided on a joint Royal College basis. Examiners will need to provide evidence of this training when requested.

**Competence as an examiner**

The GMC requires that examiners should only assess in areas where they have competence. At the time of writing the Cert LRS is not a GMC examination, however the College would like to satisfy the GMC standards to be ready for any GMC approach. The curriculum for Laser and refractive surgery is currently being revised, but will describe the knowledge, skills and attributes required of an independently practising refractive surgeon. The standard expected for candidates is of an independently practising refractive surgeon knowledgeable in all aspects of refractive surgery, so for the avoidance of doubt, would include both laser procedures and intraocular refractive surgical procedures.

Examiners must therefore be competent to assess a candidate all areas of refractive surgery. There will be a variation in examiners skills that reflect their own clinical practice. Nonetheless, it behoves all examiners to maintain their knowledge in order to act as an assessor in all parts of the examination process.

Examiners must be able to reach an independent judgment of each candidate and decide if they meet or fail to meet the standard expected. If examiners are paired, this principle of independence must be maintained.

**Quality management**

Examinations represent a significant risk to the College. They are a considerable financial risk and the consequences of poor decisions about candidate performance could have an impact both on patient safety and the reputation of the College. The possibility that an appeal against a decision could escalate to legal challenge is also always possible. The performance of examiners is crucial to minimising these risks.

Quality management of the whole examination process is based upon analysis of the results and general feedback from candidates, examiners, senior examiner, lay examiners and external assessor.

Where possible, feedback to examiners is provided following each examination. The feedback available varies according to each examination but consists of at least one of the following: statistical analysis; assessor feedback; candidate feedback. In addition to providing formative educational benefits feedback will also be useful as evidence of your role as a College examiner for the purposes of appraisal and revalidation and subsequent renewal of the role of College examiner.

**Application Process**

Applicants are requested to submit a completed application form. The application must be supported by two referees, who are current Fellows or Members of the College.

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

**Complaints**

Complaints relating to the selection or appointment process for examiners will be dealt with under the College Complaints Procedure available here (<https://www.rcophth.ac.uk/about/governance/equality-diversity/>).

**Person Specification for Consultant Examiners**

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Essential** | **Desirable** |
| **Experience** | Two years independent practice at consultant level. E.g. substantive NHS consultant | Examining for other organizations e.g. other Colleges, University courses |
| **Training** | Completion of recognised training in equality and diversity and discrimination within the preceding 5 years. | Other related training e.g. Question writing, viva and OSCE assessment.  Educational supervision, appraisal and feedback. Workplace based assessment. Interview skills. |
| **Appraisal** | Involvement in annual appraisal process that covers GMC *Good Medical Practice or equivalent* |  |
| **Educational roles** |  | Appointment to a recognised educational role e.g. clinical supervisor, educational supervisor, college tutor, training programme director |
| **Qualifications** | Fellow, Member or Affiliate Member of Royal College of Ophthalmologists  On the GMC Specialist Register with a licence to practice (UK based examiner) and no limitations | Qualification in Medical Education  e.g. Masters, Diploma or Certificate in Medical Education |

Application Form

**CertLRS Examiners**

Surname: First Name:

Address:

Telephone: Email:

GMC number:

College Membership number:

Date of award of Fellowship:

Name and address of Hospital:

Date of last revalidation:

Date of last appraisal:

Your experience as an examiner in other areas (e.g. other Colleges, other health Professionals, undergraduates):

What is your specialty interest?

Have you attended a recognised course in equal opportunities, diversity and discrimination? Please provide the date and a copy of the certificate.

Do you have any other experience, qualification or expertise that is relevant to your application? (e.g. teaching and training qualifications, courses in appraisal, educational supervision, feedback, writing MCQ)

Have you at any time had (or do you have pending) any investigations, suspensions, limitations or removal of medical registration in any country?

Please provide the names of two referees, who are Fellows or Members of the College, in support of your application. Your referees will be asked to complete a structured reference based upon the GMC’s *Good Medical Practice.*

**Signed: Date:**