

# Consultant and post-CCT Grade Examiners UK and overseas



## Application Pack

### Eligibility

The criteria to apply to join the College panel for **UK** Consultant and post-CCT grades are as follows:

Examiners practising in the UK must be on the GMC Specialist Register with a licence to practice. (Those practising overseas should hold full registration with their host country regulator – see overseas criteria below)

- Examiners must be either:
  1. working at consultant level
  2. OR be currently in a post-CCT fellowship
  3. OR have just achieved their CCT
- Examiners must 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 must have completed a course in Equal Opportunities, Diversity and Discrimination within the last 5 years

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.

The criteria to apply to join the College panel for Consultant grades from **overseas** 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 either a Fellow, Member or Affiliate Member of The Royal College of Ophthalmologists
- Examiners must have completed a course in Equal Opportunities, Diversity and Discrimination within the last 5 years. If necessary an online course can be accessed at <https://elearning.acas.org.uk/>

Click on 'Our Courses' then select Equality and Diversity and create a free account to complete the course. Once the course is complete, include a copy of the electronic certificate with the application.

## Roles and Responsibilities

1. To contribute to the preparation of all the College examinations (when requested), for example by:
  - Being familiar with the curriculum for training and the syllabus for each of the College examinations.
  - Writing multiple choice questions (MCQ) for the Part 1 FRCOphth, Part 2 FRCOphth, and/or Duke Elder (undergraduate) examinations according to guidance provided. Examiners are requested to provide at least three questions per year.
  - Writing constructed response (short answer) questions (CRQ) for the Part 1 FRCOphth examinations according to guidance provided. Examiners are requested to provide at least one question per year.
  - Writing structured viva questions for the Part 2 FRCOphth examinations according to guidance provided. Examiners are requested to provide at least one question per year.

Questions submitted by new examiners in the 12 months following approval by the Examinations Committee will be reviewed by a Senior Examiner or the College's Education Adviser and constructive feedback provided. The College also provides a Question Writing Workshop each year, in November.

2. To contribute to the marking of written papers (Part 1 FRCOphth) as required according to the marking guidance provided.
3. To contribute to the running of the oral examinations (Refraction Certificate OSCE; Part 2 FRCOphth structured vivas and OSCE) by:
  - Ensuring familiarity with the curriculum for training and the syllabus and scope of the relevant examination.
  - Acting as an examiner for any of the structured viva stations according to guidance provided.
  - Acting as an examiner for any of the OSCE stations according to guidance provided and within the limits of their clinical competence and experience.
  - Contributing to the standard setting for this part of the examination.
4. 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.
5. Examiners should provide details of their availability when requested and inform the Examinations Department of any changes to this as quickly as possible.
6. 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.

- New examiners may mark the Part 1 FRCOphth CRQ papers as training is provided at the marking day and a comprehensive marking guide is available.
- In order to examine for the Refraction Certificate or oral components of the Part 2 FRCOphth examination, new examiners must satisfactorily complete the Examiners' Training Day. In addition to practice marking and standard setting exercises they will include training in unconscious bias. These are held twice a year, in February and July, in London. Training for overseas examiners will be provided locally immediately prior to each examination sitting.
- New examiners will also be required to observe for a day at the Refraction Certificate examination before they are permitted to participate as an examiner for this examination.
- New examiners for the Part 2 FRCOphth examinations will be required to observe two consecutive sessions of examination, attending for a half day to observe the Structured Vivas and a half day to observe the OSCE before they are permitted to participate as an examiner for these examinations.

All examiners are required to maintain their examiner training and must attend Examiners' OSCE Training 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. The curriculum for OST describes the knowledge, skills and attributes required of an independent ophthalmologist in the UK. This standard assumes no sub-specialty interest and reflects the competence expected of any ophthalmologist. Many ophthalmologists practise as sub-specialists and although the suite of examinations leading up to the award of FRCOphth cover the various sub-specialities (e.g. glaucoma, paediatric ophthalmology), the standard expected of candidates is set at the level of a generalist.

Examiners must therefore be competent to assess a candidate in any examination. There will be a variation in examiners skills that reflect their own clinical practice. Nonetheless, it behoves all examiners to maintain their skills as general ophthalmologists 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. This information is used to produce a comprehensive examination report. An abridged copy of the report is published on the College's website ([www.rcophth.ac.uk/examinations/examination-reports/](http://www.rcophth.ac.uk/examinations/examination-reports/)).

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/wp-content/uploads/2014/07/2014-EXEC-250-Complaints-Procedure-2014-amended-121015.pdf>)

## Person Specification for Consultant Examiners

Criterion	Essential	Desirable
<b>Experience</b>	Consultant, in substantive NHS post or working at equivalent level (overseas), OR in post-CCT fellowship OR just achieved CCT	Examining for other organisations e.g. other Colleges, University courses
<b>Training</b>	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.
<b>Appraisal</b>	Involvement in annual appraisal process that covers GMC <i>Good</i>	
<b>Educational &amp; Training roles</b>	<i>Medical Practice</i> or equivalent Active involvement in supervision and assessment of ophthalmology trainees	Appointment to a recognised educational role e.g. clinical supervisor, educational supervisor, college tutor, training programme director
<b>Qualifications</b>	Fellow, Member or Affiliate Member of Royal College of Ophthalmologists, or  Fellow or Member of a recognized Royal Medical College or Professional association e.g. MRCPPath, MRCP  On the GMC Specialist Register with a licence to practice (UK based examiner) and no limitations  Full registration with host country regulator (with entry on the specialist register where appropriate) with certificate of good standing from appropriate national medical council and evidence of continuing professional development and clinical governance or appraisal (overseas)	Qualification in Medical Education e.g. Masters, Diploma or Certificate in Medical Education

# Application Form

## Consultant Grade Examiners

Surname:

First Name:

Address:

Telephone:

Email:

GMC number:

Country and name of regulatory board and number (overseas):  
(If overseas please also attach certificate of good standing)

Date of award of Fellowship:

Name of College:

Date of appointment as Consultant:

OR date of commencement of post-CCT fellowship:

OR date achieved CCT:

Name and address of Hospital if in  
consultant post:

Deanery:

Date of last revalidation:

Date of last appraisal:

Details of CPD / governance (overseas) - please provide details below: (this can also be provided in the form of a CV)

Please give details of your involvement (if any) in postgraduate medical education and training, in particular:

- Educational supervision
- Workplace based assessment
- Appraisal and feedback

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

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Do you have a sub-specialty interest? If so, please provide details:

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Have you attended a recognised course in equal opportunities, diversity and discrimination?

Yes  No

If so, you **MUST** provide the date and a copy of the certificate (or equivalent) along with your application.

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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)

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

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Please provide the details 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*.

<b><u>Reference 1</u></b>	<b><u>Reference 2</u></b>
Name:	Name:
Contact Email:	Contact Email:
Telephone number (optional):	Telephone number (optional):

**Signed:**

**Date:**

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## **Application Checklist**

Please ensure that you completed all areas of the form and have included the following information:

- Name and contact details
  
- Date of appointment as Consultant   
OR
- Date of commencement of post-CCT fellowship   
OR
  - Date of achievement of CCT
  
- Revalidation and appraisal dates
  
- Education and training experience
  
- Equality and Diversity Certificate
  
- Names and contact details of two referees, who are Fellows or Members of the College