



# The ROYAL COLLEGE of OPHTHALMOLOGISTS

## Trainee Grade Examiners

### Application Pack

#### Eligibility

The criteria to apply to join the College examiner panel for trainee grades 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 UK National Training Number and have completed years ST1-4 of OST.
- Examiners must have experience in teaching/training and be aware of the training standard required of candidates
- Examiners must have completed a course in Equal Opportunities, Diversity and Discrimination within the last 5 years

Trainee Grade Refraction Certificate examiners only

- In years 6 – 7 of Ophthalmic Specialist Training

#### 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 expected to provide at least three questions 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 provides a Question Writing Workshop each year.

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 quality assurance of the examinations by:
  - Attending training and development courses provided by the College.
  - 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.
4. Examiners should provide details of their availability when requested and inform the Examinations Department of any changes to this as quickly as possible.
5. 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.

Trainee Grade Refraction Certificate examiners only

6. Contribute to the running of the Refraction Certificate
  - Ensuring familiarity with the curriculum for training and the syllabus and scope of the Refraction Certificate examination.
  - Acting as an examiner for Room 2 of the Refraction Certificate (cycloplegic retinoscopy and lens neutralisation stations)

### **Mandatory Training:**

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

- Following appointment all trainee grade examiners must attend the Question Writing Workshop.
- 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.

Trainee Grade Refraction Certificate examiners only

- Attend Refraction Certificate examiner training All examiners are required to maintain their examiner training and must attend Examiners' OSCE Training every five years.

### **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.

Examiners must be able to reach an independent judgment of each candidate and decide if they meet or fail to meet the standard expected.

### **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 examiner 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.

### **Term of Office**

Once a trainee has been successfully appointed as a trainee grade examiner, they can remain in post until their CCT date. At this point, they will cease to be an examiner and will need to reapply again when eligible to become a consultant or SAS grade examiner.

## **Application Process**

Applicants are requested to submit a completed application form. The application must be supported by two referees, who are current Fellows 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 ([www.rcophth.ac.uk/about/governance/equality-diversity/](http://www.rcophth.ac.uk/about/governance/equality-diversity/)).

## Person Specification for Trainee Examiners

<b>Criterion</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	Hold an OST National Training Number  Have completed years ST1-4 of OST	Examining for other organizations e.g. University undergraduate exams
<b>Training</b>	Completion of recognised training in equality and diversity and discrimination within the preceding 5 years.	Other related training e.g. Training the trainers, interview skills.
<b>Appraisal</b>	Satisfactory completion of most recent ARCP	
<b>Educational &amp; Training roles</b>	Involvement in teaching of trainees, undergraduates, AHPs	Formal educational role e.g. University lecturer post, Teaching Fellow
<b>Qualifications</b>	Fellow of Royal College of Ophthalmologists  Full registration with the GMC with no limitation on practice	Qualification in Medical Education e.g. Masters, Diploma or Certificate in Medical Education
Trainee Grade Refraction Certificate examiners only	Completion of years ST1 – 5 of OST	Optometric training or qualification

## Application Checklist:

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

- Name and contact details
- NTN and OST year
- ARCP date and outcome
- Education and training experience
- Equality and Diversity Certificate and date
- Names and contact details of two referees, who are Fellows of the College
- Updated CV
- Photograph