The ROYAL COLLEGE of OPHTHALMOLOGISTS

Optometrists Grade Examiners

Application Pack

Eligibility

The criteria to apply to join the College examiner panel for Optometrist Examiners are as follows:

- Examiners must be in active practice
- Examiners for the Refraction Certificate must be experienced refractionists and have a degree/MCOptom
- Examiners must have completed a course in Equal Opportunities, Diversity and Discrimination within the last 5 years

Roles and Responsibilities

1. To contribute to the running of the Refraction Certificate OSCE by:
    - Ensuring familiarity with the curriculum for training and the syllabus and scope of the examination.
    - Acting as an examiner for any of the OSCE stations according to guidance provided and within the limits of their clinical competence and experience.

2. 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.

3. Examiners should provide details of their availability when requested and inform the Examinations Department of any changes to this as quickly as possible.

4. 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 Refraction Certificate, new examiners must satisfactorily complete the OSCE Examiners' Training Day. In addition to practice marking and standard setting exercises, this will include training in unconscious bias. These training days are held twice a year, in February and July, in London.

- New examiners will normally also be required to observe for a day at the Refraction Certificate and before they are permitted to participate as an examiner for this examination.

All examiners are required to maintain their examiner training and must attend Examiners' OSCE Training at least once every three 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

Examiners for the Refraction Certificate OSCE should be experienced refractionists and should have a sound knowledge of optics; they must also have a degree/MCOptom.

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 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 (https://rcophth.studiorepublic.com/exams/pass-lists-and-exam-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 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 on the College website.

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 Optometrist
- ☐ Date of degree/MCOptom
- ☐ Date of appraisal
- ☐ 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