The ROYAL COLLEGE of OPHTHALMOLOGISTS

SAS Grade Examiners

Application Pack

Eligibility

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

- Examiners who are ophthalmologists must be Fellows of The Royal College of Ophthalmologists and have a current, fully paid membership (i.e. be up to date with their subscription fees).
- Examiners must hold full registration with the GMC and without limitation on their practice
- Examiners must be active in NHS practice
- Examiners must be in a career grade post
- Examiners for the Refraction Certificate must be experienced refractionists and have passed a refraction examination
- Examiners for the Part 2 Oral exams must have FRCOphth (either exam or by election) - assuming they also satisfy the other criteria
- Examiners must have an active role in 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

Roles and Responsibilities

1. To contribute to the preparation of 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 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 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 by the College's Education Adviser and constructive feedback provided. The College provides a Question Writing Workshop each year, in November.

2. 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 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.
    - Contributing to the standard setting for this part of the examination.

4. To contribute to the running of Part 2 Oral examination by:
    - Ensuring familiarity with the curriculum for training and the syllabus and scope of the examination.
    - Acting as an examiner for any of the Viva and/or 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.

5. 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.

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

7. 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 and Part 2 Oral, 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 also be required to observe for a day at the Refraction Certificate and Part 2 Oral examinations 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

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 for the Refraction Certificate OSCE should be experienced refractionists and should have a sound knowledge of optics; they must have passed a refraction examination.

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 minimizing these risks.

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

Person Specification for SAS Examiners

Criterion	Essential	Desirable
Experience	In substantive NHS career grade post	Examining for other organizations e.g. other Colleges, University courses
Training	Completion of recognized 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	
Educational & Training roles	Active involvement in supervision and assessment of ophthalmology trainees	Appointment to a recognized educational role e.g. clinical supervisor, educational supervisor, college tutor
Qualifications	Fellow of The 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

Application Checklist:

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

- ☐ Name and contact details
- ☐ Date of appointment as Associate Specialist/Staff Grade Doctor
- ☐ Revalidation and appraisal dates
- ☐ Date of passing Refraction examination
- ☐ Date of achieving FRCOphth (for Part 2 Oral examining)
- ☐ 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