

Educational Advisor Job Description

JOB DESCRIPTION

The Faculty of Forensic and Legal Medicine (FFLM) is a Faculty of the Royal College of Physicians. It is a registered charity set up in 2005 to develop and maintain the highest possible standards of competence and professional integrity in the field of forensic and legal medicine. Its purpose is to advance education and knowledge, and develop and maintain good practice, in the field.



Job title:	Educational Advisor
Contract:	Permanent
Location:	Remote working with occasional in person meetings
Responsible to:	Academic Dean FFLM
Key relationships:	Academic Dean Chief Examiner Exams Manager
Working Hours:	Monday to Friday worked flexibly as occasional evening and weekend working is required. Occasional travel in the UK required with overnight stays. Expenses in addition to contracted hours rate will be paid.
Rate of Pay:	To be confirmed
Annual Leave:	Not Applicable
Job purpose:	

To advise the Chief Examiner on the Educational aspects of the FFLM Membership and Licentiate examinations. This will include assessing and developing the structure of the Single Best Answer questions, the Short Answer Questions and the Observed Structured Clinical Examination questions. Clinical input is not part of the role as this aspect will be dealt with by the Chief Examiner and the Examiners.

General responsibilities

This job description sets out the main responsibilities of the role which may vary from time to time without changing the general character of the role or the level of responsibility.

The Educational Advisor will work within a team – the Academic Dean, the Chief Examiner, the Exams Manager.

The purpose of the role is to advise the Academic Dean, the Chief Examiner and Exams Manager on educational matters relating to the development and structure of exam questions, the Angoff process and the review of the questions' performance after the examination. There will be involvement in the training of new Examiners and updating the training for the existing Examiners.

The role does not have fixed hours and the workload will vary throughout the year depending on the place in the Exam Diet. The Examiners are volunteers and meetings which involve them are usually held in the evenings. There are regular Exam update meetings which are held once a month on a Tuesday morning. Meetings are online, however the role may involve attendance in person at FFLM meetings.

The post holder should seek opportunities for development and growth (Spearheading applications for relevant funding streams to ensure that the FFLM is at the forefront of relevant initiatives such as DV, criminal justice reform etc)

PERSON SPECIFICATION

	Essential	Desirable
Postgraduate qualification in Medical Education.	X	
A flexibility approach to working hours / pattern.	X	
Good communication skills on line and in person.	X	
Knowledge of TestReach		X