

CHIEF EXAMINER

JOB DESCRIPTION

The Faculty of Forensic & 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:	Chief Examiner
Agreement:	Voluntary - this post is not salaried Appropriate expenses may be claimed – see FFLM expenses policy/details
Location:	Remote working; attendance at meetings whether at a specific venue, may be in person, by tele- or videoconference, as appropriate
Responsible to:	Academic Dean
Key relationships:	Senior Officers Board members Examinations' Manager Lead Examiners FFLM and IFAS staff
Working Hours:	Variable depending on the examinations timetable 2-7 hours per week Worked flexibly as very occasional evening and weekend working may be required. Very occasional travel in the UK may be required, though would not be compulsory.
Tenure:	The post will be held for 3 years, subject to a review at one year and with an option to extend for a further 2 years.
Job purpose:	

The post holder will be responsible for all aspects of examinations of the FFLM, safeguarding the reputation of the examinations. The Chief Examiner will provide oversight and support to the design, delivery and quality assurance of the examinations while maintaining a strategic overview of the full programme of assessment. The post

holder will be required to liaise regularly with Board members, the office team and senior officers alike, ensuring that learning and recommendations are implemented in a timely way within the FFLM.

Responsibilities:

- To maintain a strategic overview of the programme of assessment at the FFLM and ensure robust examinations are offered in accordance with the examinations timetable, including scrutiny of results.
- To chair the Chief Examiner Committee meeting (CEC) and to take responsibility for ensuring that the committee develops, sets, monitors and reviews all aspects of FFLM examinations.
- Ensure educational scrutiny and development of current examinations takes place.
- Ensure the question papers and clinical examination meet the specification and satisfactorily sample the appropriate content.
- Ensure all FFLM examinations are delivered as advertised, in accordance with the respective regulations.
- Ensure the examination regulations are reviewed regularly and are fit for purpose.
- Actively support the FFLM's strategy to reduce the attainment gap in Forensic and Legal Medicine.
- Work closely with the Examinations Manager to ensure smooth delivery of the examinations.
- Provide regular reports to the FFLM Board and Committees as required.
- Support the recruitment and development of lead examiners and examiners, participating in both the recruitment and induction processes and providing feedback after each session.
- Ensure all examinations are fit for purpose and comply with regulatory requirements.
- Ensure the examinations are consistent with other assessment methods used in training and assessment of Healthcare Professionals and Doctors.
- Work closely with the Lead Facilitators to ensure the assessments relate to syllabus and module content.

General responsibilities

- Maintain and develop effective relationships with key influencers.
- Develop an organisational culture of respect, celebration of diversity and of continuous improvement which attracts staff and other collaborators to the FFLM.
- Ensure all the FFLM's work has appropriate levels of monitoring, scrutiny and evaluation.
- To provide additional representation at meetings with other organisations, where required.
- Partake in the monitoring of services to ensure they are effective and respond to feedback from service users as appropriate.

Main Duties Include:

- Respond to all relevant correspondence and advise on queries in conjunction with the Examinations Manager and Academic Dean.
- Representing the FFLM on examination related issues at meetings held by national organisations, such as the Academy of Medical Royal Colleges and the GMC.
- Working with the Examinations Manager to address all examination queries, ensure the regulations are fit for purpose, and examinations are delivered to a high standard.
- Attend and, where required, chair meetings related to the role including, exam paper scrutiny meetings, including Angoff meetings, CEC Meetings, Academic Committee meetings, FFLM Board Meetings and Annual Examiners Meetings.
- Ensure appointment of Lead Examiners for each examination.
- Lead on Examiner training and recruitment.

PERSON SPECIFICATION

	Essential	Desirable
Evidence of continuing professional development, including FFLM membership. Affiliate status will be considered in exceptional cases where applicants have educational qualifications	x	
Hold a higher postgraduate qualification, such as membership of another college or faculty	x	
Significant experience in Examination Management	x	
Registration and in good standing with the GMC, with a licence to practice	x	
Knowledge of curriculum development	x	
Project management skills	x	
Excellent presentation and communication skills – verbal and written	x	
Ability to analyse and resolve complex issues, including conflict resolution	x	
Postgraduate qualification in Education		x
Involvement in undergraduate and/or postgraduate medical education and training		x
Involvement in academic and scientific aspects of medical examinations		x
Able to translate safeguarding strategy into operational practice to benefit patients and service users		x
Awareness and knowledge of trends in postgraduate medical assessments		x
IT skills (proficient in Word and Excel)	x	
The ability to build and maintain constructive working relationships with others	x	