

LEAD EXAMINER - PART 1 LICENTIATE IN SEXUAL OFFENCE MEDICINE

JOB DESCRIPTION

The Faculty of Forensic & Legal Medicine (FFLM) is a Faculty of the Royal College of Physicians (RCP). It is a registered charity founded 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.



Part 1 LFFLM SOM Examination Overview

The Part 1 Licentiate in Sexual Offence Medicine (Part 1 LFFLM SOM) examination consists of a single paper comprising of 150 Multiple Choice Questions (MCQs) and Single Best Answer (SBA) questions, delivered over a three-hour period. It is designed to test the candidate's knowledge across the breadth of the [LFFLM SOM Syllabus](#), with a heavy emphasis on:

- Legal Frameworks: Including the Sexual Offences Act, Safeguarding legislation, and the principles of Gillick competence.
- Clinical Sexual Offence Medicine: Assessment and management of acute and non-acute sexual assault, forensic sampling, and toxicology.
- Professional Ethics: Trauma-informed care, consent, confidentiality, and the role of the expert witness in court.

As the FFLM continues to modernise its assessment models, the Part 1 LFFLM SOM Lead Examiner plays a pivotal role. This individual acts as the academic custodian of the SOM knowledge base, ensuring the exam remains legally current and educationally robust. They will also provide the leadership necessary to guide a team of question writers, ensuring that the SOM stream reflects the evolving needs of the forensic workforce and maintains its status as a benchmark of excellence.

Job title:	Lead Examiner - Part 1 LFFLM SOM
Agreement:	Voluntary - this post is not salaried Appropriate expenses may be claimed – see FFLM expenses policy/details
Location:	Remote working, with attendance at face-to-face meetings and examinations as required
Responsible to:	Chief Examiner
Key relationships:	Chief Examiner Examinations Manager Educational Advisors

FFLM Examiners
FFLM Staff

Working hours:	Approximately 2-4 hours per week during active paper development periods (typically leading up to the October diet)
Travel:	Occasional travel within the UK may be required
Tenure:	The post will be held for 3 years, with an option to extend for a further 2 years
Communications:	A dedicated FFLM email account will be provided to support continuity and consistency in communications

Purpose

The Part 1 LFFLM SOM Lead Examiner is responsible for the design, quality assurance, and delivery of the theoretical entrance examination for the Licentiate'ship. This role ensures that the mixture of 150 MCQ/SBA questions accurately assesses a candidate's understanding of the legal foundations and clinical principles required to progress to the Part 2 assessments.

Role specific responsibilities

- Syllabus Mapping: Ensure the examination paper provides comprehensive coverage of the SOM syllabus, specifically focusing on theoretical applications in Sexual Assault Referral Centres (SARCs) and clinical environments.
- Question Paper Production: Lead the development of the 150-question MCQ/SBA paper for the annual October diet, ensuring high standards of technical accuracy.
- Quality & Scrutiny: Lead the Angoff standard-setting process to establish fair pass marks.
- Question Bank Management: Oversee the SOM Question Bank, ensuring content is regularly updated to reflect changes in legislation and clinical guidelines (e.g. FFLM and RCPCH guidance).
- Committee Representation: Serve as the SOM subject matter expert for the [Chief Examiner's Committee \(CEC\)](#).

General responsibilities

- Relationship Management: Maintain and develop effective relationships with key influencers.
- Quality Assurance: Ensure all FFLM work undergoes appropriate monitoring and evaluation.
- Representation: Provide additional representation at meetings with other organisations when required.

Person Specification

	Essential	Desirable
Hold a recognised qualification in SOM (e.g., MFFLM or LFFLM), demonstrating significant experience in SOM.	x	
Evidence of ongoing professional development medical assessment and education.	x	
Experience in education / exam settings.		x
Experience in examination management.		x
Knowledge of curriculum development.		x
Project management skills.	x	
Excellent presentation and communication skills, both verbal and written.	x	
Ability to analyse and resolve complex issues, including conflict resolution.		x
Involvement in undergraduate and/or postgraduate medical education and training.		x
Involvement in academic and scientific aspects of medical examinations.		x
Up to date Equality and Diversity training.	x	
Awareness and knowledge of trends in postgraduate medical assessments.		x
Proficient in the use of the Microsoft Office Suite, including Word and Excel.	x	
The ability to build and maintain constructive working relationships with others.	x	

How to Apply

Applicants are required to submit an [FFLM Role Application Form](#).

Shortlisted candidates will be contacted once the application period has closed, via email inviting them to attend an online interview.

If you have any questions about the role, please contact the FFLM Examinations Manager by emailing exams@fflm.ac.uk.

Confidentiality

FFLM confidentiality policies & procedures

Individuals will not share information outside the FFLM without permission.

Use passwords when required e.g., during the post-holder's duties, they may have access to confidential material about the role or work of the FFLM, its examinations, discussions, correspondence, examinations, or other business. On no account must confidential information be divulged to anyone other than authorised persons. If in doubt, the post holder should seek advice from a Senior Officer of the FFLM.

Breaches of confidentiality may result in disciplinary action.

Health and Safety, Security, Equal Opportunity, and Improving Working Lives

Health & Safety/Security

It is the duty of every post-holder to adhere to the Health & Safety Policy and work in such a way that risks are identified, and accidents are avoided, this applies to the individual as well as colleagues. Any concerns must be brought to the attention of the FFLM office and the Registrar as soon as is practicable.

It is the individual's responsibility to ensure the FFLM's work is undertaken in a secure environment and bring any breach of security or confidentiality to the attention of the FFLM office and the Registrar.

Equal Opportunities, Respect and Dignity at Work, and Improving Life at Work

The FFLM is committed to:

- equality of opportunity and diversity in the workplace; all FFLM postholders, as well as salaried staff, are responsible for ensuring that this is delivered in practice.
- respect for others: all FFLM postholders, and salaried staff must know what is expected of them and ensure that they demonstrate consideration and respect for all with whom they have contact.

The FFLM will not tolerate any form of bullying or harassment and will investigate any reports of such behaviour and institute disciplinary action where appropriate.