

## RCEM Chief Examiner

### Role Purpose

The Chief Examiner is responsible for all aspects of the College's Exams and for safeguarding the high reputation of the College's qualifications. The Chief Examiner will provide leadership, oversight and strategic direction to ensure that all RCEM Exams are developed and delivered to the highest standards. This includes maintaining the quality, fairness and relevance of our assessments, and ensuring they support our academic strategy to deliver excellence in emergency care education.

As the most senior figure in the College's examiner network, the Chief Examiner is a critical role in leading Lead and Deputy Lead Examiners for each exam component, and in engaging and developing our examiner community.

The Chief Examiner works closely with other senior college officers, including the Dean and Vice President for Education, and senior College staff including the Director of Education, Associate Director for Exams, Head of Exams Operations and Head of Quality & Standards.

### Key Responsibilities

The Chief Examiner will chair the Exams Committee and ensure that it complies with its Terms of Reference in developing, setting, monitoring, and reviewing all aspects of MRCEM and FRCEM Exams.

The Chief Examiner will help ensure that all RCEM exams are delivered to the highest standard and in accordance with the respective regulations, both in the UK and internationally.

The role holder will work with the Exams Department and Exams Committee to ensure the standard and specification of all RCEM exams are maintained, remain robust, fair and aligned to the curriculum and GMC requirements.

In doing so the Chief Examiner will:

- Ensure that all Exams are fit for purpose, valid, reliable and compliant with the regulatory requirements, including those set by the GMC
- Work collaboratively with the Dean, Director of Education and Associate Director of Exams to provide strategic direction for RCEM Exams
- Report to Council and RCEM Executive as appropriate
- Support the College's agenda to reduce the attainment gap in Emergency Medicine in line with the EDI action plan and GMC's fairer training pathways for all
- In conjunction with the Dean, Director of Education and Associate Director of Exams, ensure equal opportunities are respected in all matters concerning Exams
- In conjunction with the Dean, Director of Education and Associate Director of Exams, ensure financial and ethical governance in all matters concerning Exams



- Ensure alignment of exams with the RCEM curriculum and assessment blueprints, and contribute to the ongoing development of the College's curriculum of assessment
- Provide senior clinical oversight of exam policies and procedures, including candidate and examiner misconduct, and the review of reasonable adjustments
- Lead and support initiatives to enhance examiner training, recruitment, retention and succession planning
- Champion continuous improvement and innovation in assessment methodologies and delivery through the College's various change programmes

### Main Duties

- Chair the Exams Committee – three meetings per year
- Attend Education Committee – three meetings per year
- To consider requests for appeals in accordance with the Appeals Procedure, and chair Appeal Panel meetings. To delegate responsibilities to members of the Exams Committee as necessary
- Represent the College on Exams issues at national meetings and short life working groups held by external organisations e.g. the Academy of Medical Royal Colleges, GMC.
- Working with the Director of Education and Associate Director of Exams
- Prepare the relevant Exams section of the College's annual report
- Participate in relevant College events including Diploma Ceremonies
- Respond to all relevant correspondence in conjunction with the Associate Director of Exams and Director of Education
- Support the Head of Exams Operations and Head of Quality & Standards in maintaining robust and consistent processes for delivery and governance
- Monitor and support examiner performance and professionalism, and oversee any investigations or outcomes related to examiner conduct
- Act as an ambassador for RCEM exams, engaging and inspiring current and prospective examiners and promoting excellence in assessment within the specialty

### Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE	CV	Covering Letter
Consultant Emergency Physician of at least three years standing	Yes		X	
Member of the Exams Committee (within the last 3 years)	Yes		X	
Experience of setting MRCEM and/or FRCEM Exams	Yes			X
Extensive experience of examining in MRCEM and/or FRCEM Exams	Yes			X



Demonstrates an active commitment to improving equality and diversity	Yes		X	
Experienced NHS trainer	Yes		X	
IT skills (proficient in Word and Excel)	Yes		X	
Familiarity with the Emergency Medicine curriculum and assessment structure	Yes			X
Postgraduate qualification in medical education		Yes	X	

### Reporting & Tenure

The post holder will report to the Dean and work with Dean on the areas of responsibility outlined above. The tenure for the position is three years.

### Time commitment

It is estimated that this post will take on average, at least 1 PA per week annualised. Anyone wishing to stand for the post will need to discuss this commitment with their clinical colleagues and employer(s).

### Location

The nature of the role means that there will be a number of duties in London. Most meetings will take place remotely via Teams or Zoom but attendance at exams, events and meetings in London will be necessary. Some additional national and international travel will likely be necessary.

### Remuneration

The post is honorary. Reasonable expenses for travel and subsistence will be payable in accordance with College policy.

### Appointment

To apply for the role please submit the following documents to Matt Hunt, Associate Director of Exams, at [matthew.hunt@rcem.ac.uk](mailto:matthew.hunt@rcem.ac.uk), using 'Chief Examiner Application' in the subject line of your email:

- A brief covering letter (2 pages max) which demonstrates your suitability for the role in relation to your skills and experience as noted in the person specification
- A short CV which demonstrates ways in which you match the requirements of this role noted in the person specification

The deadline to apply is 10:00 Monday 11 August.



### Selection Process

Applications will be reviewed against the person specification and successful applicants will be invited to interview over Teams or Zoom. Interview date TBC depending on availability.

The interview panel will consist of Dr Simon Carley (Dean), Romana Moss (Director of Education), Matt Hunt (Associate Director of Exams), Kelly Evans (Associate Director of HR) and a member of the EDI Committee.

### Questions

If you have any questions in relation to the role, please contact Dr Simon Carley or Matt Hunt, on [dean@rcem.ac.uk](mailto:dean@rcem.ac.uk) or [matthew.hunt@rcem.ac.uk](mailto:matthew.hunt@rcem.ac.uk) respectively.