Post: **Chair of the Examinations Committee**

Responsible to: **President**

Date reviewed: **September 2015**

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This job description should be considered in conjunction with the Terms of Reference of the Examinations Committee document.

**DURATION OF APPOINTMENT**

* The Appointment is for 4 years not renewable.

**RESPONSIBILITIES**

* To Chair the Examinations Committee
* To ensure the Examinations Committee performs its duties set out in its Terms of Reference
* To attend all Council meetings and report to Council on issues related to examinations and the activities of the Examinations Committee.
* To work with the Educational Adviser and Senior Examiners to ensure the College continues to meet the General Medical Council’s *Standards for Curricula and Assessment Systems* through the monitoring and development of examinations and assessments which are fit for purpose.
* To implement changes which improve the reliability and validity of all examinations and assessments as necessary
* To work with the Senior Examiners of all current College examinations to maintain and update all examination and assessment information for examiners, assessors and candidates
* To provide advice and support to the Senior Examiners, as required
* To attend and contribute to the Part 1 FRCOphth, Part 2 FRCOphth and Diploma Sub-Committees on a rotating basis
* To attend and examine in all examinations run by the College on a rotating basis
* To contribute to training courses for examiners and assessors as necessary
* To oversee the standards and appointment process for all examiners
* To chair the Appointments Panel for new Senior Examiners and the Educational Adviser
* To consider Appeals in accordance with the Appeals procedure, and where required to chair an appeals panel. To delegate responsibilities to members of the Examinations Committee as necessary
* To respond to all relevant correspondence in conjunction with the Head and other members of staff of the Examinations Department.
* To participate in the annual Admission Ceremony
* To attend the standing committees: Education Committee, Training Committee, and optionally Professional Standards Committee, Scientific Committee, and Finance Committee, and to contribute to the work of the all other College Committees as appropriate.
* To provide advice to the President, fellow College Officers and Chief Executive, as required
* To contribute to media assignments, as required
* To contribute to curriculum development
* In conjunction with the Head of the Examinations Department ensure:
  + equal opportunities are respected in all matters concerning training
  + finance and ethical governance are adhered to in all matters concerning training
  + deliver the College and Department strategic plans
  + prepare the Examinations section of the College’s annual report
* To represent the College on examinations issues at national meetings held by bodies e.g.: The Academy of Medical Royal Colleges (The Academy), The General Medical Council (GMC), and any other appropriate national body.
* May be appointed as a Trustee of the College

**KEY WORKING RELATIONSHIPS**

* **Internal:**

President, Other Standing Committee Chairs, Committee Members, Examiners, Council Members, Chief Executive, Head of Examinations and other Department staff. This is a senior College Officer role and some overview and understanding of College activities is required.

* **External:**

GMC, the Academy of Medical Royal Colleges.

**PERSON SPECIFICATION**

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| **Criterion** | **Essential** | **Desirable** |
| **Eligibility** | Fellow or Member of the Royal College of Ophthalmologists in good standing  Substantive NHS consultant post for at least three years  Licence to Practice  Demonstrable commitment to a CPD programme (at least one fully completed CPD cycle)  UK resident |  |
| **Experience** | Prior experience of a significant leadership role  Extensive experience as an FRCOphth examiner | Active member of an RCOphth Examination Subcommittee  Experience as an Examiner for all FRCOphth examinations (Part 1 FRCOphth, Refraction Certificate, Part 2 FRCOphth, DRCOphth)  Experience in setting or examining in other undergraduate or professional examinations |
| **Training** | Evidence of equal opportunities and diversity training within previous five years | Other related training e.g. Question writing, viva and OSCE assessment.  Educational supervision, appraisal and feedback. Workplace based assessment. Interview skills. |
| **Knowledge** | Familiarity with the RCOphth curriculum and assessment structure | Understanding of the regulatory framework governing assessment and curriculum |
| **Educational roles** | Active involvement in teaching, supervision and assessment of ophthalmology trainees | Appointment to a recognized educational role e.g. clinical supervisor, educational supervisor, college tutor, training programme director |
| **Communication Skills and Behaviours** | Ability to communicate (both written and verbally) with all stakeholders, e.g. RCOphth President, Examiners, RCOphth staff, candidates etc.  Ability to work to tight timescales |  |
| **IT skills** | Microsoft office incl. Excel and Word |  |
| **Other** | Prepared to undertake a significant amount of work for the College  Agreement from NHS Trust to be released to fulfil role |  |

**TIME COMMITTMENT**

* Attendance at Standing Committees (including Examinations) 14-18days
* Attendance at examination sub-committee meetings 2 days
* Attendance at College examinations 7 days
* Other meetings as required 5 days
* Ad hoc meetings: e.g. meetings with other officers or College members of staff, liaison with other bodies, representing the President at meetings. These are infrequent and can normally be arranged at times to suit the post holder. The College encourages the use of video and telephone conferencing wherever possible and appropriate and will arrange this on request.
* It is possible to conduct nearly all the Committee business between scheduled meetings electronically and remotely.