

Joint Committee on Intercollegiate Examinations

Intercollegiate Specialty Boards Criteria for Appointment to the Panel of Examiners - Section 2

Conditions of Appointment

Examiners will be appointed, in open competition, by each Specialty Board after consideration of applications received in response to advertisements placed in College Journals and via the Specialty Associations (or otherwise) and approved by the Joint Committee on Intercollegiate Examinations. Appointments are for a period of 5 years commencing from the date of their first examination. Examiners who complete 5 years on the Panel may be invited, at the discretion of the Board, to continue for a further and final period of up to 5 years. Appointment to the Panel of Examiners would preclude the Examiner from any involvement or participation in crammer examination revision courses and applicants must be prepared to relinquish any such involvement. However, the rule does not preclude Examiners from lecturing at courses or from teaching their own trainees as part of their normal training commitment. In such circumstances Examiners would not examine their own trainees in the examination. Examiners will automatically retire from the Panel of Examiners when they no longer have a licence to practise. Examiners who retire from clinical practice and providing they have renewed their licence to practise in advance of retirement, are permitted to continue to examine for three years' post-retirement.

Any Examiner who has been appointed but is on long term sick leave or is under investigation by the GMC/IMC/NHS Trust/Employing body or who has been suspended from clinical practice for whatever reason must not take part in an Intercollegiate Specialty Examination. In such circumstances, the Examiner must contact the Head of Operations who will ensure that the appropriate action is taken to relieve the Examiner of examining duties until the matter has been resolved.

Representatives appointed to the Board are automatically appointed to the Panel of Examiners and must therefore comply with the Criteria for Appointment.

Vacancies

- Vacancies are normally advertised in College Journals and through the Specialty Associations
- Applications are considered by the Board. Unsolicited applications will be held on file and considered when the Board is next considering applications
- Efforts are made to ensure a fair distribution within the Panel and Sub-Specialty Interests, geographical location and Colleges are all taken into account when considering applications
- Successful applicants are notified in writing
- Unsuccessful applicants are notified in writing. If requested the application may be held on file and considered at a future date
- Before examining, new examiners must attend an Intercollegiate Specialty Board Examiners' Induction Course (within 12 months of appointment) and are required to observe an Intercollegiate Specialty Examination prior to examining
- No fees or honoraria are paid to examiners but travel expenses are reimbursed and hotel accommodation is provided
- These will be equal opportunity appointments

Criteria for Appointment

Applicants must:

- 1) be a Fellow of and in good standing with one of the four Royal Surgical Colleges of Great Britain and Ireland
- 2) have a licence to practise and hold a substantive (min 5 years) Consultant post in the National Health Service/Public Health Service (Ireland) or have held a substantive Consultant post within the past 5 years.
- 3) be in 'good standing' with the GMC
For our purposes, 'not in good standing' refers to either an interim order being issued and/or conditions or restrictions having been placed on practice by the GMC or employer and/or suspension from the workplace.
- 4) have significant previous examining experience (e.g. MRCS or University undergraduate) or formal trainee assessment experience
- 5) be able to complete one term of office (5 years) before retirement
- 6) have the approval of the Chief Executive or Medical Director to commit the time necessary to undertake this important educational role [Structured Reference A]
- 7) be prepared to relinquish any involvement or participation in crammer examination revision courses
- 8) agree to adhere to the GMC published guidelines on social media (<https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/doctors-use-of-social-media>).
For our purposes, this includes an agreement not to post material directly or indirectly relating to any examination activities.

Person Specification

Applicants must:

- 1) be able to demonstrate a policy of courtesy, fairness and non-discrimination [Structured Reference B]
- 2) have high professional standards and a commitment to the teaching and development of higher surgical trainees [Structured Reference B]
- 3) have a commitment to continuing professional development and research (inc publications) with up to date specialist knowledge [Structured Reference A]
- 4) have an enthusiasm for, competence in and loyalty to the surgical profession [Structured Reference B]
- 5) have a commitment to the professional conduct and development of the examinations and a willingness to provide the time necessary to honour commitments to write questions and attend examinations [Signed Declaration - Application Form]
- 6) have commitment to on-going assessment, training and development as an examiner including participation in Internal Quality Assurance processes [Signed Declaration - Application Form]
- 7) be able to demonstrate specialist knowledge in the areas of the needs and requirements of the relevant Intercollegiate Specialty Board