

Joint Committee on Intercollegiate Examinations

Intercollegiate Specialty Boards

Criteria for Appointment to the Panel of Question Writers - Section 1

Conditions of Appointment

Applications from both experienced and newly appointed Consultants and SAS surgeons are encouraged and welcomed. SAS surgeons who are applying will have been successful in the Intercollegiate Specialty Examination. Question writers will be appointed, in open competition, by the Specialty Leader of the Panel of Question Writers and are subject to the formal approval of the relevant Intercollegiate Specialty Board. Appointment to the Panel of Question Writers for Section 1 is for an initial period of three years but may be extended up to 5 years. Question writers must have a licence to practise. Question Writers will automatically retire from the Panel when they no longer have a licence to practise. Question writers who retire from clinical practice and providing they have renewed their licence to practise in advance of retirement, are permitted to continue to on the Panel for three years' post-retirement.

Question writers are permitted to deliver presentations/lectures on the scope and format of Intercollegiate Specialty Examinations and the JSCFE, and how best to prepare for them, via any platform. Question writers must not, however, participate in any MCQ examination revision courses or mock oral/clinical examination practice sessions, irrespective of whether this be part of a commercial course or a local/regional educational provider (e.g. School of Surgery, Deanery, Royal College). It is expected, however, that question writers will assist with the preparation of candidates currently working with them as part of their day-to-day role as a Trainer, with the proviso that they do not use any JCIE related materials.

As a question writer for the JCIE, there is a requirement that you are 'in good standing' with the GMC/IMC and employer. If you are not 'in good standing' with the GMC/IMC/employer, you must inform us via the JCIE Head of Operations and with immediate effect refrain from any participation in JCIE activities. 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. Any employer restriction on clinical practice and/or suspension from the workplace must be also declared and you must refrain from any participation in JCIE activities.

Applications

- Applications for the Panel of Question Writers – Section 1 can be made by accessing the application form on the JCIE website under 'Applications'. Recruitment may be advertised in College Journals and through the Specialty Associations.
- Applications are considered by the Specialty Leader of the Panel of Question Writers and are subject to the formal approval of the relevant Intercollegiate Specialty Board.
- Efforts are made to ensure a fair distribution within the Panel and Sub-Specialty Interests, geographical location, and Colleges and all are taken into account when considering applications.
- Successful and unsuccessful applicants are notified in writing.
- Newly appointed Members of the Panel will be provided with training in SBA item writing.
- No fees/honoraria are paid to question writers. 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. SAS surgeons will have been successful in the Intercollegiate Specialty Examination.
- 2) have a licence to practise and hold a substantive, newly appointed or otherwise, Consultant or SAS surgeon post within the National Health Service or Public Health Service (Ireland).
- 3) be 'in good standing' with the GMC/IMC and employer. 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/IMC or employer and/or suspension from the workplace.
- 4) be prepared to relinquish any involvement or participation in any MCQ revision courses or mock oral/clinical examination practice sessions.
- 5) 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.
- 6) familiarise themselves with the document 'Constructing Written Test Questions for the Basic and Clinical Sciences'. This document can be downloaded from <https://www.nbme.org/item-writing-guide>
- 7) provide a signed Confidentiality Non-Disclosure Form.

Person Specification

Applicants must:

- 1) be able to demonstrate a policy of courtesy, fairness, and non-discrimination.
- 2) have high professional standards and a commitment to the teaching and development of surgeons in training.
- 3) have a commitment to continuing professional development and research (including publications) with up-to-date specialist knowledge.
- 4) have an enthusiasm for, competence in, and loyalty to the surgical profession.
- 5) have the support of their colleagues to commit the time necessary to attend two/three meetings of the Writing Group each year.
- 6) demonstrate an enthusiasm and ability to produce, critically assess, validate and quality assure Single Best Answer (SBA) questions for Section 1 Intercollegiate Specialty Examinations.
- 7) be able to demonstrate specialist knowledge in the areas of the needs and requirements of the relevant Intercollegiate Specialty Board.
- 8) be familiar with training and the ISCP curriculum for the relevant specialty.
- 9) be able to work well in a creative group situation.